CHIEF'S PREFACE

No modern organization can expect to succeed without a standard set of general orders, operating procedures, regulations or guidelines. Individual employees should not be expected to serve and survive without a codified listing of the organization's expectations and performance guidelines. As the demand for police service expands, our mission will become more complex. The importance to review and evaluate each of the policies which direct our operations will increase. This manual ensures that both management and the individual employee are provided with the information and guidance required for the success of both the organization and the employee.

It is impossible to provide strict rules and regulations which will embrace all of the possible situations, which you will be asked to perform during your service with the Glendale Police Department. We are a department comprised of professionals, dedicated to public safety. The Department's Policies and Procedures are intended to support employees as they are charged with performing very complex and demanding duties.

The directives which make up the Glendale Police Department's Policy and Procedures Manual are designed to guide the employees of the Department in carrying out the duties and responsibilities imposed by law or necessity upon each of us in pursuing the Department's mission. Each employee of the Glendale Police Department is responsible for becoming familiar with the contents of the Department's Policy and Procedures Manual. This Policy and Procedures Manual is designed to maintain the efficiency and morale of the Department and aid members of the Department to act in accordance with the provisions contained herein. Thank you all for your outstanding service and commitment to our community.

Carl Povilaitis Chief of Police

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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 both in 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 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 police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION, VISION, VALUES

MISSION STATEMENT - In partnership with our community, we will ensure a safe and peaceful city. We are committed to providing proactive law enforcement and high quality police services to our diverse community.

VISION STATEMENT - World Class Policing Through Innovation and Excellence

VALUES STATEMENT - With a sense of tradition and respect for diversity, we will accomplish our mission while remaining dedicated to the following values:

Accountability - We will be responsive to community needs and will be accountable for our decisions and actions

Empathy/Fairness - We will treat everyone with respect and dignity, be sensitive to the feelings of others and always treat others as we would hope to be treated ourselves

Honesty/Integrity - We will be forthright and truthful; we will not compromise our moral and ethical principles

Partnership/Teamwork - We will work in partnership with the community in a spirit of cooperation and mutual respect

Trust - Through our dedicated efforts and ethical conduct, we will continuously earn and maintain the trust and confidence of the community.

Our professionalism and dedication will be demonstrated by the consistent application of these fundamental values toward those with whom we work and serve.

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Table of Contents

CHIEF'S PREFACE 1

LAW ENFORCEMENT CODE OF ETHICS 2

MISSION, VISION, VALUES 3

Chapter 1 - Law Enforcement Role and Authority 9
100 - Law Enforcement Authority 10
101 - Chief Executive Officer 12
102 - Oath of Office 13
103 - Policy Manual 14

Chapter 2 - Organization and Administration 18
200 - Organizational Structure and Responsibility 19
201 - General Order 21
202 - Emergency Management Plan 22
203 - Training Policy 27
204 - Paging and Telephone System 29
205 - Electronic Mail 31
206 - Administrative Communications 33
207 - Staffing Levels 35
208 - License to Carry a Firearm 36
208 - Retiree Concealed Firearms 44

Chapter 3 - General Operations 49
300 - Use of Force 50
301 - Use of Force Review 59
302 - Incidents Involving Death or Serious Injury 61
303 - Handcuffing and Restraints 64
304 - Control Devices and Techniques 69
305 - Conducted Energy Device 74
306 - Officer-Involved Shootings and Deaths 81
307 - Firearms 91
308 - Outdoor Police Shooting Range 106
309 - Vehicle Pursuits 108
310 - Officer Response to Calls 122
311 - Miranda Advisement 126
312 - Canines 128
313 - Domestic Violence 140
314 - Search and Seizure 148
315 - Temporary Custody of Juveniles 151
316 - Adult Abuse 165
317 - Discriminatory Harassment 177
318 - Child Abuse 183

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319 - Missing Persons 191
320 - Public Alerts 198
321 - Mass Notification Alerts 203
322 - Victim and Witness Assistance 206
323 - Hate Crimes 209
324 - Standards of Conduct 216
325 - Information Technology Use 224
326 - Report Preparation 228
327 - Media Relations 233
328 - Subpoenas and Court Appearances 240
329 - Reserve Officers 246
330 - Mutual Aid and Outside Agency Assistance 252
331 - Registered Offender Information 254
332 - Recall of Resources and Staff Notification 257
333 - Death Investigation 259
334 - Identity Theft 263
335 - Private Persons Arrests 264
336 - Anti-Reproductive Rights Crimes Reporting 266
337 - Limited English Proficiency Services 268
338 - Communications with Persons with Disabilities 274
339 - Mandatory Employer Notification 278
340 - Biological Samples 280
341 - Chaplains 283
342 - Public Safety Video Security System 289
343 - Child and Dependent Adult Safety 293
344 - Service Animals 296
345 - Volunteer Program 299
346 - Off-Duty Law Enforcement Actions 304
348 - Gun Violence Restraining Orders 306
349 - Native American Graves Protection and Repatriation 309

Chapter 4 - Patrol Operations 311

400 - Patrol Function 312
401 - Bias-Based Policing 314
402 - Automated External Defibrillator (AED) 316
403 - Crime and Disaster Scene Integrity 319
404 - Special Weapons and Tactics Team 321
405 - Ride-Along Policy 332
406 - Atropine Auto Injectors 335
407 - Hazardous Material Response 339
408 - Hostage and Barricade Incidents 341
409 - Response to Bomb Calls 345
410 - Mental Illness Commitments 350
411 - Cite and Release Policy 355
412 - Foreign Diplomatic and Consular Representatives 360
413 - Rapid Response and Deployment 364
415 - Immigration Violations 367

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417 - Aircraft Accidents 372
418 - Field Training Officer Program 376
419 - Air Support 379
420 - Contacts and Temporary Detentions 387
421 - Criminal Organizations 393
422 - Digital Camera And Handheld Video Recorder 398
423 - Mobile Audio/Video 400
424 - Mobile Digital Computer Use 406
425 - Automatic Vehicle Locator (AVL) 408
426 - Portable Audio/Video Recorders 409
427 - Medical Marijuana 414
428 - Bicycle Patrol 419
429 - Segway® Patrol 422
430 - Foot Pursuits 425
431 - Automated License Plate Readers (ALPRs) 430
432 - Homeless Persons 433
433 - Crisis Intervention Incidents 436
434 - Medical Aid and Response 441
435 - First Amendment Assemblies 445
436 - Civil Disputes 451

Chapter 5 - Traffic Operations 454

500 - Traffic Function and Responsibility 455
501 - Traffic Collision Reporting 458
502 - Vehicle Towing and Release 462
503 - Vehicle Impound Hearings 469
504 - Impaired Driving 471
505 - Traffic Citations 476
506 - Disabled Vehicles 480
507 - 72-Hour Parking Violations 481

Chapter 6 - Investigation Operations 483

600 - Investigation and Prosecution 484
601 - JUVENILE INVESTIGATIONS 490
602 - Sexual Assault Investigations 492
603 - Asset Forfeiture 498
604 - Informants 503
605 - Eyewitness Identification 507
606 - Brady Material Disclosure 511

Chapter 7 - Equipment 513

700 - Department Owned and Personal Property 514
701 - Respiratory Protection 517
702 - Personal Communication Devices 526
703 - Vehicle Maintenance 529
704 - Vehicle Use 531

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Chapter 8 - Support Services 535
800 - Crime Analysis 536
801 - Financial Management 538
802 - Communication Operations 539
803 - Communication System and Equipment Problems 551
804 - Property and Evidence 554
805 - Equipment Repair and Maintenance 562
806 - Records Bureau 565
807 - Restoration of Firearm Serial Numbers 569
808 - Records Maintenance and Release 571
809 - Protected Information 581
810 - Computers and Digital Photographic Evidence 584
811 - Animal Control 588
812 - Contract Services 592

Chapter 9 - Custody 594
900 - Custody of Adults 595
901 - Certificates of Release- Penal Code 849 605
902 - Custodial Searches 607
903 - Prison Rape Elimination 612

Chapter 10 - Personnel 622
1000 - Recruitment and Selection 623
1001 - Evaluation of Employees 636
1002 - Transfer Policy 641
1003 - Grievance Procedure 642
1004 - Anti-Retaliation 643
1005 - Reporting of Employee Convictions 647
1006 - Drug- and Alcohol-Free Workplace 649
1007 - Sick Leave 652
1008 - Communicable Diseases 654
1009 - Aerosol Transmissible Diseases 660
1010 - Smoking and Tobacco Use 670
1011 - Personnel Complaints 671
1012 - Seat Belts 683
1013 - Body Armor 685
1014 - Personnel Records 687
1015 - Administrative Assignment 695
1016 - Commendations and Awards 697
1017 - Fitness for Duty 700
1018 - Meal Periods and Breaks 703
1019 - Lactation Break Policy 705
1020 - Payroll Record Procedures 707
1021 - Leave Policy 708
1022 - Overtime Compensation Requests 710
1023 - Outside Employment 712
1024 - On Duty Injuries 719

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1025 - Line of Duty Deaths 723
1026 - Personal Appearance Standards 727
1027 - Uniform Regulations 731
1028 - Weapons and Uniform Advisory Committee 740
1029 - Police Cadets 742
1030 - Nepotism and Conflicting Relationships 744
1031 - Department Badges 747
1032 - Temporary Modified-Duty Assignments 750
1033 - Employee Speech, Expression and Social Networking 753
1034 - Naloxone Administration Policy 757
1035 - Illness and Injury Prevention 760

Attachments 766
Private Purchase Shotgun agreement.pdf 767
GPOA _MOU_Grievance.pdf 768
Patrol Rifle Agreement 05-28-20.pdf 769
Hate Crime Checklist.pdf 770
GO 18-06 Heat Illness Prevention Program.pdf 771
Security Incident Reporting and Breach Notification Protocol Glendale PD.pdf . . . 772
Statutes and Legal Requirements.pdf 773
Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf 774
Identified Hazard and Correction Record Form.pdf 775
Cadet Manual rev 5-2019.pdf 776
GCEA_MOU Grievance_.pdf 777
GMA_MOU_Grievance.pdf.pdf 778
Reserve Forces Manual rev2019.pdf 779
Training Order 2016-5 Destruction of Narcotics Paraphernalia - Misdemeanor Offenses Only.pdf 780

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Glendale Police Department to perform their functions based on established legal authority.

100.2 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.2.1 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE GLENDALE POLICE DEPARTMENT

On-duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot or fresh pursuit, while following up on crimes committed within the City or while assisting another agency. On-duty officers who discover criminal activity outside the jurisdiction of the City should, when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

When an officer makes an out-of-county arrest pursuant to a warrant, the officer shall inform the arrestee of the right to be taken before a magistrate in that county (Penal Code § 821; Penal Code § 822).

100.2.2 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE GLENDALE POLICE DEPARTMENT

The arrest authority within the State of California is as follows (Penal Code § 830.1):

(a) As to any public offense committed or which there is probable cause to believe has been committed within the jurisdiction of the Glendale Police Department.

(b) Where the peace officer has the consent of the Chief of Police.

(c) As to any public offense committed or which there is probable cause to believe has been committed in the officer's presence and there is immediate danger to a person or property, or of the escape of the perpetrator of the offense.

(d) Arrest pursuant to a warrant.

1. For out-of-county warrants, the arresting officer shall inform the arrestee, in writing without delay, of the right to be taken before a magistrate in this county (Penal Code § 821; Penal Code § 822):

100.2.3 TIME OF MISDEMEANOR ARRESTS

Officers shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

(a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:

1. A misdemeanor committed in the presence of the officer.

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2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).

(b) The arrest is made in a public place.

(c) The arrest is made with the person in custody pursuant to another lawful arrest.

(d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.3 POLICY

It is the policy of the Glendale Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate the abuse of law enforcement authority.

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3832; NRS 171.158; ORS 133.430).

The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

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Oath of Office

102.1 PURPOSE AND SCOPE

Officers of this department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

102.1.1 OATH OF OFFICE

Upon employment, all sworn employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3 and Government Code § 3102). The oath shall be as follows:

I, [employee name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States, the Constitution of the State of California and the provisions of the Charter and the City ordinances of the City of Glendale; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

102.2 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Glendale Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

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

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Glendale Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Glendale Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

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CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

City - The City of Glendale.

Miscellaneous - Employees and volunteers who are not sworn peace officers.

Department/GPD - The Glendale Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

Manual - The Glendale Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Glendale Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Miscellaneous employees
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn peace officers of the Glendale Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.4.1 LEGALITY OF CONTENTS
If any section, item, clause, or phrase within documents contained in the Manual is found to be illegal or otherwise incorrect or inapplicable, the finding shall not affect the validity of the remaining portions of the documents.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 KNOWLEDGE AND ADHERENCE

All employees shall familiarize themselves with the Manual and various Orders of the Glendale Police Department. Upon returning from periods between work and other leave time, employees shall familiarize themselves with any Orders, which may have been issued in their absence. All employees shall adhere to the policies and procedures set forth under the Manual . Employees violating their oath and trust by committing an offense as defined in Policy 340.3.1(c) or punishable under the laws or statutes of the United States, State of California, the Ordinances and Civil Service Rules and Regulations of the City of Glendale, or any provision of the Manual and Orders System of the Glendale Police Department are subject to appropriate disciplinary action.

103.7 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.8 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

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Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Glendale Police Department. There are four divisions in the Police Department as follows:

- Administrative Services Division
- Field Services Division
- Investigative Services Division
- Support Services Division

200.2.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Captain or police civilian division commander, whose primary responsibility is to provide general management direction and control for the Administrative Services Division.

200.2.2 FIELD SERVICES DIVISION

The Field Services Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Field Services Division.

200.2.3 INVESTIGATIVE SERVICES DIVISION

The Investigative Services Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Investigative Services Division.

200.2.4 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Captain whose primary responsibility is to provide general management direction and control for the Support Services Division.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Deputy Chief of Police will serve as the acting Chief of Police.

In the absence of both the Chief of Police and the Deputy Chief of Police, a member of the Command Staff (Division Command rank) may be appointed as acting Chief of Police. In the absence of all members of the Command Staff, the on-duty Watch Commander may be appointed the acting Chief of Police.

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200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be administratively accountable to one supervisor at any time for a given assignment or responsibility. However, any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

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General Order

201.1 PURPOSE AND SCOPE

General Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes topolicy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. General Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 GENERAL ORDER PROTOCOL

General Orders shall be used to adopt or revise a policy or procedure, which affects two or more Divisions. General orders will be incorporated into the manual, with the approval of staff, or allowed to expire. General orders shall remain valid for a one-year period from the date of issuance or until incorporation is made into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01." For example, 12-01, signifies the first General Order for the year 2012.

201.2 ACCEPTANCE OF GENERAL ORDERS

General orders are distributed to all employees via email. Per policy 205.5, during each work shift, it is the responsibility of every department employee to review his/her City email. All employees are required to read and obtain any necessary clarification of all General Orders.

201.3 PROFESSIONAL STANDARDS BUREAU

The Professional Standards Bureau shall be responsible for issuing and maintaining General Orders and ensuring that they are incorporated into the Glendale Police Manual when permanent revision of policy and/or procedure is desired.

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Emergency Management Plan

202.1 PURPOSE AND SCOPE

The City has prepared an Emergency Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610). The Police Department further defines the role of police employees in its own Emergency Action Plan.

202.2 ACTIVATING THE EMERGENCY PLAN

The City Emergency Plan can be activated on the order of the official designated by local ordinance.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Glendale Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.2.2 REPORTING FOR DUTY

When an emergency occurs, the Watch Commander, or his/her designee, will notify the Department chain of command. The Watch Sergeant will supervise the recall of Department personnel. All Police Department personnel who are able to respond shall report to the police station or other location as directed by call back personnel.

If the Emergency Operations Center has been activated, personnel assigned to the Emergency Operations Center should report there.

When off-duty Police Department personnel have reasonable cause to believe that an emergency situation exists, but have not been recalled to work, and are unable to reach the Department by telephone, they shall report to the police station for assignment.

Personnel assigned to the air support unit should report to the heliport.

All Reserve Police Officers and Explorers, who are unable to contact the Department by telephone in the event of an actual emergency situation, should report to the police station for assignment.

Should the police facility be rendered unusable due to some form of disaster, a site listed in 206.2.4 may be designated as an alternate site to establish field bases for the gathering of responding personnel.

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202.2.3 DECLARED DISASTER OR EMERGENCY-REPORTING FOR DUTY

The official declaration of a state of emergency, which includes the City of Glendale within its defined area, regardless of the level of government making the declaration, shall immediately create the following recall to duty response by every employee of the Glendale Police Department.

Upon becoming aware that a declared state of emergency or disaster exists, employees not currently on duty shall:

(a) Make an immediate and concerted effort to contact the Watch Commander, Watch Sergeant, their immediate supervisor, or the Emergency Operations Center (if functional) to advise the Department of the employee's status and to receive appropriate instructions concerning reporting for duty.

(b) If employees are unsuccessful in making contact and have the ability to respond to the Glendale Police Department or any Glendale Fire Station by making a reasonable effort to do so, employees shall respond at the earliest opportunity and advise the Incident Commander when they arrive.

(c) If employees are unsuccessful, or unable to comply with paragraphs 1 and 2, they shall report to the nearest law enforcement facility or command center to their places of residence or current locations and report for duty to those agencies until they are able to comply with paragraphs 1 and 2.

(d) Employees, who have sustained a personal injury, or who have immediate family members who have been seriously injured or killed, have sustained serious personal real estate property damage, or other significant emergencies, shall receive reasonable consideration for these issues, provided they have complied with paragraphs 1, 2, or 3 at their earliest opportunity.

202.2.4 WORK SCHEDULES

Upon request of the Watch Commander, with approval of the Emergency Operations Center, Police Department personnel will be assigned to work 12-hour shifts. Personnel will return to staging areas for rest periods.

The Watch Commander will alternate work shifts with off-duty Field Service Division Lieutenants. Where appropriate, the Department's Management Staff has the authority to alter work shifts to meet short-term needs. Once the Emergency Operations Center has been established and staffed, the Emergency Operations Center will assume shift scheduling responsibilities and relief assignments.

The Watch Sergeant shall designate the individual responsible for maintaining a log and checking personnel in and out of their assignments.

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202.2.5 STAGING AREAS

The primary staging area for police personnel will be the Police Department building. Should the Police Facility be rendered unusable due to some form of disaster, the following alternate sites will be used to establish Field Bases for the gathering of responding personnel:

- Board of Education Lot, 223 N. Jackson Street
- Municipal Lot 10, 102 E. Harvard (adjacent to the Adult Recreation Center-201 E. Colorado)
- Civic Auditorium, 1621 Canada

(a) **HOUSING AND SANITATION :** The Jail Facility may be used to house Department personnel. The Jail has a complete kitchen, bunks and shower facilities.

1. The Adult Recreation Center, 201 E. Colorado, can be used to provide cooking facilities.

(b) **POLICE PERSONNEL FAMILIES :** Recalled personnel with displaced families may bring family members to designated City Shelters. Until City shelters are designated by Emergency Operations Center Staff, police personnel families will be directed to specified locations identified by the Professional Standards Bureau Commander. On-duty personnel will be notified of their family's' status by a network of Glendale Police Department, Office of Emergency Services, and Radio Amateur Civil Emergency Services personnel.

(c) **SECURITY:** Entry will be restricted to properly identified personnel. The staging areas will be secure, permitting entry by emergency vehicles and authorized personnel only. Personnel will park personal vehicles in assigned areas.

202.2.6 PATROL RESPONSE GUIDELINES

During a declared emergency or disaster, normal crime control activities must necessarily continue, but only pursuant to emergency operating priorities. As a result, the following guidelines will be used. This Department will NOT respond to:

- Non-injury traffic accidents unless the roadway is impassable.
- Cold incident report calls.
- Parking complaints unless vehicles are blocking roadway.
- Non-criminal public service demands.
- All other calls for service shall be prioritized as follows:

(a) Incident where the public is at risk.

(b) Incident where property is at risk.

(c) Incident where public order is at risk.

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Reporting parties whose calls for service do not meet the criteria for dispatch will be advised to re-contact this Department at the conclusion of disaster operations for normal service.

202.2.7 MUTUAL AID

The Field Services Division Commander will assess the need for mutual aid personnel and/or equipment to accomplish prioritized assignments and advise the Emergency Operations Center-Operations section.

The Chief of Police, the Traffic Bureau Lieutenant or a designee shall make requests for mutual aid. A request for mutual aid will be coordinated through the lead area C mutual aid agency (Pasadena Police). That Commander should be furnished with the following information:

- The type of unusual occurrence or major disaster
- The number of persons involved or any known number of casualties
- The approximate size of the area involved
- The location of the command post or the assembly area where the responding officers are to report
- The identity of the person to whom they should report
- The anticipated duration of the incident, if known
- How responding personnel will be utilized
- Additional information needed, if available, should be furnished upon request

202.3 LOCATION OF THE PLAN

Hard copies of the City Emergency Plan and the Glendale Police Department Emergency Action Plan are available in the following offices:

- Professional Standards Bureau Lieutenant
- Communications Manager
- Emergency Operations Center (EOC)
- Watch Sergeant

A computerized version of the City Emergency Plan Manual is accessible on the global police network.

All supervisors shall be familiar with the role of the Department and the duties of personnel in the event of a major disaster or the activation of the Emergency Operations Center. Supervisors should ensure that department personnel assigned to them are familiar with the roles police personnel will play when the plan is implemented.

Supervisors must be familiar with the City's Emergency Plan, Department's Emergency Action Plan, the Standardized Emergency Management System (SEMS), Incident Command System (ICS), and other emergency operations plans utilized by the Department for specific incidents.

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202.4 UPDATING OF MANUALS

The Field Services Division Administrative Sergeant or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

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Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.3 OBJECTIVES

The objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public

(b) Increase the technical expertise and overall effectiveness of our personnel

(c) Provide for continued professional development of department personnel

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis.

203.5 TRAINING NEEDS ASSESSMENT

The Professional Standards Bureau will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

203.6 TRAINING PROCEDURES

(a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. First choice vacation
3. Sick leave
4. Physical limitations preventing the employee’s participation.

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5. Emergency situations

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
2. Document his/her absence in a memorandum to his/her supervisor.
3. Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

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Paging and Telephone System

204.1 PURPOSE AND SCOPE

Personnel using the paging or telephone system shall conduct themselves in a professional and business-like manner.

204.2 PAGING SYSTEM

Personnel may use the Department's paging system to request an individual to call a specified extension or report to a specified area. When using the paging system, personnel shall address the paged individual by the appropriate title and last name. Personnel shall not be paged by only last names. Use of the Department paging system is restricted to business purposes only.

204.3 TELEPHONE PROCEDURES

Personnel, when conversing with any individual(s) by Department telephone, shall conduct themselves in a proper, business-like manner. City telephones are only to be used for City business, with an occasional exception of short and infrequent personal calls such as arranging for child care, doctor appointments, etc.

204.3.1 ANSWERING PROCEDURE

When answering any Department telephone, employees shall state the name of the agency, the bureau or detail reached, and their name and title. When receiving a call transferred from another extension, personnel shall use the full telephone greeting, as though receiving the initial call.

204.3.2 TRANSFER OF TELEPHONE CALLS

When a call is received that necessitates transfer to another bureau or City division, employees shall not simply give the caller the extension and disconnect. Personnel shall offer a transfer and advise the caller of the appropriate extension for future reference. Personnel shall remain on the line until such time that the transfer is completed or the calling party is advised of a reason for non-completion (i.e., busy extension or non-availability of personnel desired).

204.3.3 RETURN TELEPHONE CALL COURTESY

Personnel having advised a caller that another employee will return a call at a later time shall ensure that the message is delivered to the appropriate person.

204.3.4 REFERRAL TO SERVICES-PROHIBITION

Personnel shall not endorse or recommend specific, profit-making commercial services, businesses, or private entities.

204.3.5 TELEPHONE CALLS-CONCLUSION

Personnel are to be courteous in concluding telephone conversations. In the case of a citizen calling for information, the employee should express a willingness to assist.

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204.4 EMPLOYEE PHONE NUMBERS

Hard copies of the Glendale Police Department phone roster shall be kept in Communications, the Watch Sergeant's office and the Watch Commander's office. Managers, supervisors, and the secretarial staff have electronic access to the phone roster which contains the home telephone numbers and addresses of each employee. All requests for home telephone numbers shall first be directed to the requesting employee's Bureau Commander or to the Professional Standards Bureau. When the Bureau Commander or Professional Standards Bureau staff is unavailable, a request for a home telephone number may be directed to the on-duty Watch Commander or Watch Sergeant. The request shall not be made to the Police Communications Operators.

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Electronic Mail

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the City's electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the email system should only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department. Incidental personal use of the City's email and Internet email accounts is permitted if it is not disruptive and/or excessive.

205.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

205.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a Division Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password by others.

205.4 EMAIL RECORD MANAGEMENT

Because the email system is not designed for long-term retention of messages, email that the employee desires to save or that becomes part of an official record should be printed and/or stored

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in another database. Users of email are solely responsible for the management of their mailboxes. Messages should be purged manually by the user at least once per week. Messages on electronic messaging systems will be purged after seven days from the time the message was created. Although messages are purged, they might not be eliminated completely from the system.

205.5 RESPONSIBILITY TO CHECK E-MAIL

During each work shift, it is the responsibility of every department employee to review his/her City email. To ensure effective communication, employees should make every effort to review their email at the beginning and at the end of their work shift but no less than once a day. Should an employee be unable to log onto their City email due to technical problems, an on duty supervisor should be notified. If the supervisor is unable to resolve the issue a service request to correct the problem shall be generated prior to the end of the employee's work shift.

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Administrative Communications

206.1 PURPOSE AND SCOPE

Administrative Communications shall be governed by the following policies:

The Chief of Police shall authorize and approve all policies and procedures which affect two or more Divisions of the Glendale Police Department. The Chief of Police may issue General Orders, Personnel Orders, Training Orders or other orders as necessary for the administration of the Police Department.

Division Commanders may issue Divisional Directives or other orders as necessary for the administration of their respective commands.

Bureau Commanders may issue orders or directives as necessary for the administration of their respective commands.

206.2 PERSONNEL ORDERS

Personnel Orders shall be used to disseminate information or procedures of a temporary nature concerning a special event, function, current problem, or unusual circumstance. They shall also be used to announce changes in personnel status, including but not limited to: appointments, terminations, transfers, and promotions.

206.3 DIVISIONAL DIRECTIVES

Divisional Directives shall be used to disseminate information or procedures affecting a particular division of the Glendale Police Department. The respective Division Commander shall authorize and approve all Divisional Directives for his/her division.

206.4 TRAINING ORDERS

Training orders shall be used to disseminate information or procedures concerning training issues of the Glendale Police Department. Training orders shall be authorized and approved by the Chief of Police, Support Services Division Commander or the Professional Standards Bureau Lieutenant.

206.5 BUREAU/UNIT/DETAIL POLICY AND/OR PROCEDURES

Detail Supervisors or Bureau Commanders may issue subordinate orders, policies, procedures or other written guidelines, as necessary, to effect the efficient operation of work units of the Police Department.

206.6 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on the approved Glendale Police Department letterhead. Personnel should use Department letterhead only for official business and with approval of their supervisor.

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A sample letter written in the approved style, will be maintained in the Chief's Office and will be available for review.

206.7 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Division Commander.

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Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

207.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least two regular supervisors on duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each watch, in addition to the Watch Commander or the Watch Sergeant.

207.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, an officer may be used on a temporary basis to fill in as the Watch Sergeant.

During those times when a Watch Commander is not on duty, the Senior Sergeant is the acting Watch Commander.

207.3 HOLD OVER/RECALL OF PERSONNEL

Based upon service needs and staffing requirements, personnel may be held over beyond their assigned tour of duty at the discretion of the Watch Commander or Watch Sergeant.

In the event additional personnel are needed, the Bureau or Watch Commander may request the response of off-duty and/or reserve personnel. The Bureau or Watch Commander shall notify the appropriate staff officers as soon as possible following the decision to recall personnel.

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License to Carry a Firearm

208.1 PURPOSE AND SCOPE

The Chief of Police is given the statutory discretion to issue a license to carry a firearm to residents within the community (Penal Code § 26150; Penal Code § 26155). This policy will provide a written process for the application and issuance of such licenses. Pursuant to Penal Code § 26160, this policy shall be made accessible to the public.

208.1.1 APPLICATION OF POLICY

Nothing in this policy shall preclude the Chief or other head of a municipal police department from entering into an agreement with the Sheriff of the county or preclude the Sheriff of the county from entering into an agreement with the Chief of any municipal police department to process all applications and license renewals for the carrying of concealed weapons (Penal Code § 26150; Penal Code § 26155).

208.2 POLICY

The Glendale Police Department will fairly and impartially consider all applications to carry firearms in accordance with applicable law and this policy.

208.3 QUALIFIED APPLICANTS

In order to qualify for a license to carry a firearm, the applicant must meet certain requirements, including:

(a) Be a resident of the City of Glendale (Penal Code § 26150; Penal Code § 26155).

(b) Be at least 21 years of age (Penal Code § 29610).

(c) Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.

(d) Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints will be required and a complete criminal background check will be conducted.

(e) Be of good moral character (Penal Code § 26150; Penal Code § 26155).

(f) Show good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155).

(g) Pay all associated application fees. These fees are set by statute and may not be refunded if the application is denied.

(h) Provide proof of ownership or registration of any firearm to be licensed.

(i) Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm (Penal Code § 26190).

(j) Complete required training (Penal Code § 26165).

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208.4 APPLICATION PROCESS

The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

208.4.1 PHASE ONE (TO BE COMPLETED BY ALL APPLICANTS)

(a) Any individual applying for a license to carry a firearm shall first fully complete a California Department of Justice (DOJ) application to be signed under penalty of perjury. Any applicant who provides false information or statements on the application will be removed from further consideration and may be prosecuted for a criminal offense (Penal Code § 26180).

1. In the event of any discrepancies in the application or background investigation, the applicant may be required to undergo a polygraph examination, at no cost to the applicant.

2. If an incomplete application package is received, the Chief of Police or authorized designee may do any of the following:

(a) Require the applicant to complete the package before any further processing.

(b) Advance the incomplete package to phase two for conditional processing pending completion of all mandatory conditions.

(c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, absence of good cause).

(b) At the time the completed application is submitted, the applicant shall submit a check made payable to the California Department of Justice for the required California DOJ application fee, along with a separate check made payable to the City of Glendale for a nonrefundable 20 percent of the application fee to cover the cost of processing the application (Penal Code § 26190).

1. Additional fees may be required for fingerprinting, training or psychological testing, in addition to the application fee.

2. Full payment of the remainder of the application fee will be required upon issuance of a license.

3. Payment of related fees may be waived if the applicant is a duly appointed reserve peace officer as defined in Penal Code § 830.6 (a) or (b) (Penal Code § 26170).

(c) The applicant shall be required to submit to fingerprinting and a complete criminal background check by the California DOJ. A second set of fingerprints may be required for retention in department files. Two recent passport-size photos (2 inches by 2 inches) of the applicant shall be submitted for department use. No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 will be

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issued a license to carry a firearm. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).

(d) The applicant should submit at least three signed letters of character reference from individuals other than relatives.

(e) The applicant shall submit proof of ownership or registration of each firearm to be licensed.

Once the Chief of Police or authorized designee has reviewed the completed application package and relevant background information, the application will either be advanced to phase two or denied.

In the event that an application is denied at the conclusion of, or during, phase one, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

208.4.2 PHASE TWO

This phase is to be completed only by those applicants successfully completing phase one.

(a) Upon successful completion of phase one, the applicant shall be scheduled for a personal interview with the Chief of Police or authorized designee. During this stage, there will be further discussion of the applicant's statement of good cause and any potential restrictions or conditions that might be placed on the license.

1. The determination of good cause should consider the totality of circumstances in each individual case.
2. Any denial for lack of good cause should be rational, articulable and not arbitrary in nature.
3. The Department will provide written notice to the applicant as to the determination of good cause (Penal Code § 26202).

(b) The Chief of Police may, based upon criteria established by the Chief of Police, require that the applicant be referred to an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing (not to exceed $150) shall be paid by the applicant. The purpose of any such psychological testing is intended only to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a firearm, the applicant shall be removed from further consideration (Penal Code § 26190).

(c) The applicant shall complete a course of training approved by the department, which complies with Penal Code § 26165. The applicant will not be required to complete and pay for any training courses prior to any determination of good cause (Penal Code § 26165; Penal Code § 26202).

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(d) The applicant shall submit any firearm to be considered for a license to the Rangemaster or other department authorized gunsmith, at no cost to the applicant, for a full safety inspection. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).

(e) The applicant shall successfully complete a firearms safety and proficiency examination with the firearm to be licensed, to be administered by the department Rangemaster, or provide proof of successful completion of another department-approved firearms safety and proficiency examination, including completion of all releases and other forms. The cost of any outside inspection/ examination shall be the responsibility of the applicant.

Once the Chief of Police or authorized designee has verified the successful completion of phase two, the license to carry a firearm will either be granted or denied.

Whether an application is approved or denied at the conclusion of or during phase two, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

208.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

The authority to issue a limited business license to carry a concealed firearm to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses (Penal Code § 26150). Therefore, such applicants may be referred to the Sheriff for processing.

An individual who is not a resident of the county but who otherwise successfully completes all portions of phases one and two above, may apply for and be issued a limited license subject to approval by the Sheriff and subject to the following:

(a) The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the City of Glendale (Penal Code § 26150).

(b) Such a license will be valid for a period not to exceed 90 days from the date of issuance (Penal Code § 26220).

(c) The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).

(d) Any application for renewal or reissuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).

208.6 ISSUED FIREARMS PERMITS

In the event a license to carry a firearm is issued by the Chief of Police, the following shall apply:

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(a) The license will be subject to any and all reasonable restrictions or conditions the Chief of Police has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the firearm.

1. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
2. The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

(b) The license shall be laminated, bearing a photograph of the licensee with the expiration date, type of firearm, restrictions and other pertinent information clearly visible.

1. Each license shall be numbered and clearly identify the licensee.
2. All licenses shall be subjected to inspection by the Chief of Police or any law enforcement officer.

(c) The license will be valid for a period not to exceed two years from the date of issuance (Penal Code § 26220).

1. A license issued to a state or federal magistrate, commissioner or judge will be valid for a period not to exceed three years.
2. A license issued to any reserve peace officer as defined in Penal Code § 830.6(a) or (b), or a custodial officer employed by the Sheriff as provided in Penal Code § 831.5 will be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve officer.

(d) If the licensee's place of residence was the basis for issuance of a license and the licensee moves out of the county of issuance, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).

(e) The licensee shall notify this department in writing within 10 days of any change of place of residency.

208.6.1 LICENSE RESTRICTIONS

(a) The Chief of Police may place special restrictions limiting time, place, manner and circumstances under which any license shall be valid. In general, these restrictions will prohibit the licensee from:

1. Consuming any alcoholic beverage while armed.
2. Falsely representing him/herself as a peace officer.
3. Unjustified or unreasonable displaying of a firearm.
4. Committing any crime.

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5. Being under the influence of any medication or drug while armed.
6. Interfering with any law enforcement officer's duties.
7. Refusing to display his/her license or firearm for inspection upon demand of any peace officer.
8. Loading the permitted firearm with illegal ammunition.

(b) The Chief of Police reserves the right to inspect any license or licensed firearm at any time.

(c) The alteration of any previously approved firearm including, but not limited to adjusting the trigger pull, adding laser sights or modifications shall void any license and serve as grounds for revocation.

208.6.2 AMENDMENTS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting a written Application for License Amendment along with the current processing fee to the Department in order to (Penal Code § 26215):

(a) Add or delete authority to carry a firearm listed on the license.

(b) Change restrictions or conditions previously placed on the license.

(c) Change the address or other personal information of the licensee (Penal Code § 26210).

In the event that any amendment to a valid license is approved by the Chief of Police, a new license will be issued reflecting the amendment. An amendment to any license will not serve to extend the original expiration date and an application for an amendment will not constitute an application for renewal of the license.

208.6.3 REVOCATION OF LICENSES

Any license issued pursuant to this policy may be immediately revoked by the Chief of Police for any of the following reasons:

(a) The licensee has violated any of the restrictions or conditions placed upon the license.

(b) The licensee becomes psychologically unsuitable to carry a firearm.

(c) The licensee is determined to be within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law.

(d) The licensee engages in any conduct which involves a lack of good moral character or that might otherwise remove the good cause for the original issuance of the license.

(e) If the license is one to carry "loaded and exposed," the license shall be revoked immediately upon a change of the licensee's place of residence to another county (Penal Code § 26210).

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The issuance of a license by the Chief of Police shall not entitle the holder to either a property or liberty interest as the issuance, amendment or revocation of such license remains exclusively within the discretion of the Chief of Police as set forth herein.

If any license is revoked, the Department will immediately notify the licensee in writing and the California DOJ (Penal Code § 26225).

208.6.4 LICENSE RENEWAL

No later than 90 days prior to the expiration of any valid license to carry a firearm, the licensee may apply to the Chief of Police for a renewal by:

(a) Verifying all information submitted in the original application under penalty of perjury.

(b) Completing a department-approved training course pursuant to Penal Code § 26165. The applicant shall not be required to pay for a training course prior to the determination of good cause (Penal Code § 26165).

(c) Submitting any firearm to be considered for a license renewal to the Rangemaster for a full safety inspection. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).

(d) Paying a non-refundable renewal application fee.

Once the Chief of Police or authorized designee has verified the successful completion of the renewal process, the renewal of the license to carry a firearm will either be granted or denied. Prior issuance of a license shall not entitle any licensee to any property or liberty right to renewal.

Whether an application for renewal is approved or denied, the applicant shall be notified in writing within 90 days of the renewal application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later (Penal Code § 26205).

208.7 DEPARTMENT REPORTING AND RECORDS

Pursuant to Penal Code § 26225, the Chief of Police shall maintain a record of the following and immediately provide copies of each to the California DOJ:

(a) The denial of a license

(b) The denial of an amendment to a license

(c) The issuance of a license

(d) The amendment of a license

(e) The revocation of a license

The Chief of Police shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.

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208.8 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, court commissioner or judge contained in an application shall not be considered public record (Government Code § 6254(u)(2)).

Any information in an application for a license to carry a firearm that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of his/her family shall not be considered public record (Government Code § 6254(u)(1)).

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Retiree Concealed Firearms

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Glendale Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455).

208.2 POLICY

It is the policy of the Glendale Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

208.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

208.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Glendale Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

208.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

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agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by California law or by a private person or entity on his/her property if such prohibition is permitted by California law.

208.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

Any full-time sworn officer of this department who was authorized to, and did, carry a concealed firearm during the course and scope of his/her employment shall be issued an identification card with a Carrying Concealed Weapon endorsement, "CCW Approved," upon honorable retirement (Penal Code § 25455).

(a) For the purpose of this policy, honorably retired includes all peace officers who have qualified for, and accepted, a service or disability retirement. It shall not include any officer who retires in lieu of termination.

(b) No CCW Approved endorsement shall be issued to any officer retiring because of a psychological disability (Penal Code § 26305).

208.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

The identification card issued to any qualified and honorably retired officer shall be 2 inches by 3 inches, and minimally contain (Penal Code § 25460):

(a) A photograph of the retiree.

(b) The retiree’s name and date of birth.

(c) The date of retirement.

(d) The name and address of this department.

(e) A stamped CCW Approved endorsement along with the date by which the endorsement must be renewed (not more than one year). If a CCW endorsement has been denied or revoked, the identification card shall be stamped “No CCW Privilege.”

208.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION

The Glendale Police Department shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this department now serves under the following conditions (Penal Code § 25905):

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(a) The retiree's previous agency is no longer providing law enforcement services or the relevant government body is dissolved.

(b) This department is in possession of the retiree's complete personnel record or can verify the retiree's honorably retired status.

(c) The retiree is in compliance with all of the requirements of this department for the issuance of a CCW Approved endorsement.

208.4.3 QUALIFIED RETIRED RESERVES

Qualified retired reserve officers who meet the department requirements shall be provided an identification card with a CCW Approved endorsement (Penal Code § 26300).

208.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions policy.

208.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass a criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

208.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired officer shall (Penal Code § 26305):

(a) Qualify every 5 years with the authorized firearm at a course approved by this department at the retired officer's expense. Retired peace officers wishing to carry a concealed weapon across state lines must qualify on an annual basis.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Not engage in conduct that compromises public safety.

(d) Only be authorized to carry a concealed firearm inspected and approved by the Department.

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208.6 DENIAL, SUSPENSION OR REVOCATION OF A LEOSA IDENTIFICATION CARD

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

208.7 DENIAL, SUSPENSION OR REVOCATION OF A CALIFORNIA CCW ENDORSEMENT CARD

A CCW endorsement under Penal Code § 25470 for any officer retired from this department may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Watch Commander when the conduct of a retired peace officer compromises public safety.

(a) In the event that a CCW endorsement is initially denied, the retired officer shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.

(b) Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26315).

1. The retiree shall have 15 days from the date of service to file a written request for a hearing.
2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 26315).
3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.

(c) A hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department, one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 26320).

1. The decision of such hearing board shall be binding on the Department and the retiree.
2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege."

(d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify the Watch Commander as soon as practicable. The Watch Commander should promptly take appropriate steps to look into the matter and, if warranted, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.

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1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
2. The Watch Commander should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.
3. The personal and written notification should be as follows:
   (a) The retiree's CCW endorsement is immediately and temporarily suspended.
   (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
   (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Watch Commander should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Watch Commander may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

208.8 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code § 835a).

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

While the Department recognizes that employees are frequently called upon to make quick decisions under less than ideal circumstances, this does not lessen the accountability of the employee for their actions. It should always be remembered that an employee's actions are subject to review, both internally and judicially.

Should a Glendale Police Department employee witness force, by a member of this or another police agency, where the force is clearly beyond that which is objectively reasonable under the circumstances, when in a position to do so, the employee shall intercede to prevent the use of unreasonable force. The employee shall also report the incident and their observations to a Glendale Police supervisor as soon as circumstances permit.

A supervisor, having been notified of an incident in which the use of force may have been excessive, shall assess the incident to determine the personnel involved and the extent of the force used. If it appears that a member of this agency used excessive force, the supervisor shall

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follow the procedures for initiating an administrative investigation. If it appears that a member of another police agency used excessive force, the supervisor shall contact the on-duty Watch Commander of the respective agency. The supervisor shall also notify the on-duty Glendale Police Watch Commander or the on-duty Staff Officer.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable force to effect an 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/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

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(a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The conduct of the involved officer (Penal Code § 835a).

(e) The effects of drugs or alcohol.

(f) The individual's apparent mental state or capacity (Penal Code § 835a).

(g) The individual’s apparent ability to understand and comply with officer commands (Penal Code § 835a).

(h) Proximity of weapons or dangerous improvised devices.

(i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).

(k) Seriousness of the suspected offense or reason for contact with the individual.

(l) Training and experience of the officer.

(m) Potential for injury to officers, suspects, and others.

(n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(o) The risk and reasonably foreseeable consequences of escape.

(p) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(r) Prior contacts with the subject or awareness of any propensity for violence.

(s) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the person can comply with the direction or orders of the officer.

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(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.
2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Females who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles
4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.

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(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 OTHER NECK CONTROL HOLDS

The bar arm restraint or trachea choke, where pressure is applied to the front of the person's throat, shall not be utilized unless a life threatening situation exists and no other reasonable options exist.

300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Glendale Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force. The use of deadly force is only justified in the following circumstances (Penal Code § 835a):

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the officer or another person.

(b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Officers shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed (Penal Code § 835a).

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300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and are generally discouraged. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes that other reasonable means are not immediately available to avert the threat, or if deadly force other than the vehicle is directed at the officer or others.

300.4.2 INTENTIONAL COLLISION DAMAGE TO VEHICLES

When a police vehicle is intentionally used to disable another vehicle, or for some similar purpose, the facts of the collision will be included in the original report (e.g. vehicle stolen) and a supplemental traffic collision report and/or traffic drawing will be completed at the discretion of the on scene supervisor.

The involved officer(s) will document their actions by internal memorandum as with any other intentional use of force of this magnitude. If traffic collision report forms, including any drawing, are completed as part of the original report; they will not be issued a separate DR number, and will not be processed as a traffic accident report.

Intentional ramming is an extreme measure only to be employed when other normal procedures are not effective and a judicious evaluation of the circumstances indicates the need for such action.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of a TASER device or control device.

(f) Any application of a restraint device other than handcuffs, shackles or belly chains.

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(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges any of the above has occurred.

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
The Records Manager or the authorized designee shall ensure that data required by the Department of Justice (DOJ) regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is collected and forwarded to the California Department of Justice as required by Government Code § 12525.2.

300.6 MEDICAL CONSIDERATION

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in an appropriate report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Notify City Attorney or the Office of the Chief if there is any indication that the subject may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

Ensure a BlueTeam report is completed before the end of the shift of the supervisor investigating the incident.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 BLUE TEAM REPORTS

BlueTeam is a web-based application that allows supervisors to enter use of force incidents into the IAPro Case Management System.

Supervisors investigating a use of force incident should complete a BlueTeam report by the end of shift. A BlueTeam entry should not be delayed more than three calendar days.

Upon completion of the BlueTeam report, the supervisor should forward the report to the Watch Commander for review and approval using the BlueTeam messaging function. The Watch

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Commander will then forward the report to the Division Commander who will review and approve the report and forward to the Professional Standards Bureau Commander for acceptance into the IAPro Case Management System.

To ensure consistency in the information provided, supervisors should use the “Use of Force” template for the summary portion of the BlueTeam report.

300.8 USE OF FORCE ANALYSIS

At least annually, the Professional Standards Bureau Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Glendale Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Glendale Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee may be placed in a temporary administrative assignment. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Glendale Police Department is charged with the important responsibility of objectively evaluating the use of force. It is the policy of this Department to review incidents involving the use of force. A Use of Force Review Board will evaluate the use of force by department employees.

The Use of Force Review Board may also investigate and review the circumstances surrounding every accidental or intentional discharge of a firearm, whether the employee is on or off duty, excluding range training or recreational use.

The Chief of Police may convene the Use of Force Review Board to investigate the circumstances surrounding any use of force incident. In incidents where an administrative investigation of the use of force has been initiated, such as an officer involved shooting, the Use of Force Review Board may waive its review subject to approval by the Chief of Police.

301.4.1 COMPOSITION OF THE BOARD

The Use of Force Review Board shall be comprised of the following persons:

- Professional Standards Bureau Commander, who shall serve as Chairperson
- A Sergeant from the Professional Standards Bureau
- Non-administrative supervisor
- Arrest Control/Defensive Tactics Instructor
- Glendale Police Officer's Association, (GPOA), Representative

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The chairperson will convene the Use of Force Review Board as necessary. The Professional Standards Bureau Commander will gather all relevant reports, documents, and materials for consideration and review by the Board.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review of the circumstances of an incident. The Board membership will review the incident based on the submitted materials and may request individuals to present additional information. The review shall be based upon those facts which were reasonably believed by the officer at the time of the incident, applying legal requirements, department policy and procedures, and approved training to those facts. Facts later discovered but unknown to the officer at the time, can neither justify nor call into question an officer's decision regarding use of force.

Upon completion of its review, the Board shall make a finding and such finding will be limited to one of the following:

(a) Additional action is required.

(b) Additional action is not required.

A finding will be the consensus of the Board. If it appears additional action is required, the Board will refer such incident to the Chief of Police or his/her designee for determination of appropriate investigative action.

After the board has concluded, the board chairperson will submit the findings of the Board to the Chief of Police. A copy of the findings may also be forwarded to the involved employee's Division Commander for review and appropriate action. Once the Board has reached its specific finding, the Professional Standards Bureau may address training needs for this department without specific reference to the facts of the incident considered by the Board.

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Incidents Involving Death or Serious Injury

302.1 PURPOSE AND SCOPE

It is the policy of the Glendale Police Department that incidents resulting in death or serious injury shall be fully and objectively investigated. This policy is designed to cover any police investigation in which an on-duty or off-duty police employee is involved and death or serious injury results. Such incidents include, but are not limited to:

- Intentional or accidental shootings
- Intentional or accidental use of any other deadly or dangerous weapon
- Assaults upon police employees who are performing a law enforcement function
- Persons who are seriously injured or die while in police custody or under police control

302.2 INVESTIGATION GOALS

An investigation into a serious injury or fatal incident consists of a criminal component and an administrative component. The goal of the criminal investigation component is to determine if criminal conduct exists, the identity of the person(s) responsible, and to conduct all aspects of the investigation to ensure a successful prosecution. The goal of the administrative investigation component is to determine if Department policies or procedures were adhered to, and if any training needs exist.

In limited circumstances, an incident may also necessitate a risk management component. This third component shall be coordinated by the City Attorney's office with the goal of assessing civil exposure to the City arising from serious injury or fatal incidents. All statements made to this team, and any products of its investigation, are protected pursuant to attorney-client privilege.

302.3 CRIMINAL INVESTIGATIVE RESPONSIBILITY

In any incident of this nature, there may be multiple investigations conducted simultaneously. These investigative responsibilities are outlined as follows:

- In all police shootings and other incidents involving Department personnel, which result in death or serious injury to any person, a criminal investigation will be conducted by members of the Criminal Investigations Bureau.
- The Investigative Services Division Commander will be responsible for oversight of the investigation and the assignment of supervisory and investigative personnel.
- All memos and reports generated as a result of this investigation will be submitted to the Investigative Services Division Commander or his/her designee. Officer(s) writing reports will hand carry them to the appropriate supervisor in the Criminal Investigations Bureau. Once the CIB Commander or designee has approved the original reports/ memos, Investigative personnel will forward it to the Records Bureau for processing.

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- Traffic investigators, under the direction of the Traffic Bureau Commander, will conduct investigations involving fatal or serious injuries resulting from on-duty traffic collisions. In circumstances where vehicles were involved in other serious crimes, traffic investigators may assist the Investigative Services Divison.

302.4 ADMINISTRATIVE INVESTIGATIVE RESPONSIBILITY

In addition to the criminal investigation in all fatal and serious injury incidents involving Department personnel, personnel designated by police management will conduct an administrative investigation. The administrative investigation may be conducted concurrent with or after the criminal investigation, depending on the circumstances of each individual case. During the course of an administrative investigation, assigned investigators have the following responsibilities:

- Determine if Department rules, regulations, policies and procedures were adhered to
- Ensure that an Administrative Investigation number is assigned to the case
- When appropriate, re-contact and re-interview witnesses, including police personnel
- When appropriate, examine the scene of the incident
- Prepare a report of the incident, which will be forwarded to the Chief of Police
- If, during the administrative investigation, information indicating possible criminal conduct is discovered which was not noted during the criminal investigation, investigators shall immediately consult with the City Attorney's office so appropriate criminal investigative follow-up can be conducted
- In keeping with the legislative intent of Government Code section 3300, et. seq., any information gathered as a result of the coerced statements of the sworn employee shall not be provided to the criminal investigator(s) of this or any other investigative agency. If the employee being interviewed makes any admission regarding undetected criminal conduct, the administrative investigator(s) shall immediately consult with the City Attorney's Office

302.5 INITIAL RESPONSIBILITIES

Officers initially assigned to a detail that develops into a police-involved fatal or serious injury incident are responsible for the following:

- Ensuring the safety of citizens and police personnel and that medical assistance is provided
- Notifying a supervisor
- Establishing a crime scene and perimeter and maintaining a log of all persons entering and leaving

The Field Supervisor who responds to the incident is responsible for the following:

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- Assessing the situation, notifying the Watch Commander and requesting additional resources as necessary
- In the event that any injured person, suspect or officer, is being transported to a hospital the supervisor shall assign a non-involved officer to accompany the injured person, take the necessary statements, obtain and preserve clothing and other items of evidence, and protect the chain of the evidence
- Ensure that procedures for the proper handling of evidence are adhered to
- Assign support personnel to involved officer(s) as soon as possible. The involved officer(s) and support personnel shall be directed not discuss the incident with anyone other than the responding supervisor or investigators or his/her legal representative. If necessary, involved personnel may be segregated to ensure the integrity of the investigation
- Interview the involved officer(s) to develop sufficient information for a tactical response and to provide investigators with an overview of the incident

The Watch Commander shall immediately notify the Staff Duty Officer, Chief of Police and other personnel as necessary. The Watch Commander shall also be responsible for seeing that the essential witnesses remain available until investigators can interview them.

In cases where an employee is injured, the employee's Division Commander will be notified. The Division Commander will ensure that the employee's family is notified and will determine any other assistance that may be needed.

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Handcuffing and Restraints

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

303.2 POLICY

The Glendale Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

303.3 USE OF RESTRAINTS

Only members who have successfully completed Glendale Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

303.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

303.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized

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determination that such restraints are necessary for the safety of the arrestee, officers, or others (Penal Code § 3407; Penal Code § 6030).

303.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer, or damage property.

303.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

303.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs are used to maintain the control and safety of a suspect and to minimize the threat posed to an officer's safety.

(a) ARRESTEES - With the exception of juveniles, in those instances of physical arrest, an arrestee should be handcuffed behind his/her back regardless of the type or degree of offense being charged. There may be extenuating circumstances that do not allow for the handcuffing of an arrestee, such as a physical disability. Also, if the person has a speaking or hearing disability consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes. Any decision not to handcuff an arrestee must be made judiciously and articulated in the police report.

(b) DETAINED PERSONS - Officers may handcuff an individual who is detained for suspected criminal activity or as a result of the individual falling under the provisions of 5150 WIC, and it appears that there is a need for control due to the possibility that the person may flee, is a threat to officer safety, or a danger to themselves or others. Officers should continuously weigh the safety interests at hand against the intrusion upon the detainee when deciding to remove the handcuffs from the detainee. Officers shall memorialize the circumstances which led to the person being handcuffed in the corresponding police report, or, if no report is taken, in field notes concerning the incident.

303.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

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Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and so that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

303.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

303.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

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303.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

303.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

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303.9 TRAINING

Subject to available resources, the Training Manager should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

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Control Devices and Techniques

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

304.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Glendale Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

304.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

304.4 RESPONSIBILITIES

304.4.2 PROFESSIONAL STANDARDS BUREAU RESPONSIBILITIES

The Professional Standards Bureau shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device may be periodically inspected by the Professional Standards Bureau or the designated instructor for a particular control device. The inspection should be documented.

304.4.2 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Professional Standards Bureau for disposition. Damage to City property shall be reported through the chain of command, when appropriate, explaining the cause of damage.

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304.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

304.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or SWAT Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

304.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

304.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

304.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

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Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

304.7.3 TREATMENT FOR OC SPRAY EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

304.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

304.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

304.9.1 DEPLOYMENT AND USE
Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

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304.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

304.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

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304.10 TRAINING FOR CONTROL DEVICES

The Training Manager shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

304.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

305.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

305.2 POLICY

The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

305.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed officers may secure the TASER device in the driver's compartment of their vehicle.

Prior to being taken in the field, each officer shall safely, (with the air cartridge removed), conduct a "spark test" of the TASER to ensure that it is working properly. Officers will note the estimated battery power remaining. A depleted power source, (one battery cell), an error code displayed on the unit, or any other irregularity will be reported to a supervisor and the unit shall be removed from service.

When carried while in uniform officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

(a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.

(c) Officers shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.

(d) Officers should not hold both a firearm and the TASER device at the same time.

305.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

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(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the TASER device may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

305.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

305.5.1 APPLICATION OF THE TASER DEVICE

Whenever practicable, an officer who anticipates deployment of the TASER should ensure that there is sufficient assistance from other officers present, or request assisting units prior to deployment of the TASER.

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is actively resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

305.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would

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present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

305.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

305.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one five second cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the TASER device, including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

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(c) Whether verbal commands, other options or tactics may be more effective.

(d) The cartridge has a malfunction.

Officers should generally not intentionally apply more than one TASER device at a time against a single subject.

305.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all TASER device discharges. In addition the following are post deployment procedures:

- Photographs of the individual, including the probe impact sites, should be taken.
- A member of the TASER training cadre will, as soon as practicable, ensure the data from the TASER is downloaded and stored.
- The expended air cartridge, blast doors, AFID ID tags, and probes shall be collected and booked into evidence.
- Expended probes are considered a bio hazard, similar to a used hypodermic needle, and shall be booked into the appropriate "Sharps" container.

305.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

305.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

305.6 USE OF TASER IN THE GLENDALE POLICE DEPARTMENT JAIL

This section provides guidelines for the use of TASER devices in the jail. The TASER device is intended to control a violent inmate while minimizing the risk of serious injury.

(a) Police custody officers shall attend and complete the department's new useer course prior to being issued or utilizing a TASER device.

(b) Police custody officers will not generally be issued a TASER for daily use. TASERs will be assigned to the Custody Bureau and stored in the Booking Control Station in the appropriate cabinet.

(c) At the start of each shift, a police custody officer should spark test all TASERs according to training.

(d) Police custody officers will note the estimated battery power remaining in the Monthly Facility Check Log. A depleted power source (a digital readout less than one battery cell), an error code display on the unit or any other irregularity will be reported to a jail supervisor and the TASER shall be removed from service. A jail supervisor in

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possession of any faulty TASER will deliver the device to the Training Sergeant to obtain a replacement.

(e) The TASERs assigned to the jail will be inspected during the jail's monthly facility check.

(f) Sworn personnel may carry a TASER into the jail when reasonably necessary in the following circumstances:

1. Responding to the jail during emergency jail duress alarm activations.
2. Assisting jail personnel with the movement of an inmate that has demonstrated by words or action, an intent to be violent and/or to physically resist, reasonably appears to present the potential to harm officers, him/herself or others.
3. When delivering a suspect to the jail for booking.

305.6.1 STORAGE AND MAINTENANCE OF THE TASER IN THE JAIL

1. Two TASERS will be assigned to the Custody Bureau and stored in the Jail's Booking Control Station in the cabinet marked "TASER".
2. The Jail's stored TASER will be inspected daily during dayshift briefings. During the daily test, custody personnel shall safely (with the air cartridge removed),conduct a "spark test" of the TASER to ensure that it is working properly in the jail's designated area. Custody personnel will note the estimated battery power remaining in the Monthly Facility Check Log. A depleted power source (a digital readout less than "20"), an error code display on the unit, or any other irregularity will be reported to a jail supervisor and the device shall be removed from service. Jail Supervisors in possession of any faulty TASER will deliver the device to the Training Sergeant to exchange for a replacement.

305.7 DOCUMENTATION

The officer should include the following in the arrest/crime report:

- Identification of all personnel firing TASER devices
- Identification of all witnesses
- Injuries sustained and medical care provided to the subject
- Observations of the subject's physical and physiological actions
- Any known or suspected drug use, intoxication or other medical problems
- Any warning given, or why none given
- Number of discharge phases applied

Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented and reported to a supervisor.

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305.8 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

305.9 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor or an authorized TASER Instructor and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

305.10 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall

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be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Manager. All training and proficiency for TASER devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Manager is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Training Manager should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the TASER device.

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Officer-Involved Shootings and Deaths

306.1 PURPOSE AND SCOPE

The intent of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured as the result of a police shooting and to ensure that such incidents be investigated in a fair and impartial manner.

306.2 INVESTIGATION RESPONSIBILITY

This department conforms to the Los Angeles County-Wide Policy on Police Involved Shooting incidents for investigating officer-involved shootings.

An officer involved shooting is an incident in which shots are fired by an officer resulting in injury or death to any person; or shots fired by a suspect resulting in injury or death to the officer.

306.3 TYPES OF INVESTIGATIONS

Officer-involved shootings involve several separate investigations. The investigations may include:

(a) A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This department may relinquish its criminal investigation to an outside agency with the approval of the Chief of Police or a Division Commander

(b) A criminal investigation of the involved officer(s) conducted by an outside agency

(c) A civil investigation to determine potential liability conducted by the involved officer's agency

(d) An administrative investigation conducted by the involved officer's agency, to determine if there were any violations of department policy

306.4 JURISDICTION

Jurisdiction is determined by the location of the shooting and the agency employing the involved officer(s). The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings:

306.4.1 GLENDALE POLICE DEPARTMENT OFFICER_DEPUTY WITHIN THIS JURISDICTION

The Glendale Police Department is responsible for the criminal investigation of the suspect's actions, the civil investigation, and the administrative investigation. The criminal investigation of the officer-involved shooting will be conducted by the Investigative Services Division.

306.4.2 ALLIED AGENCY'S OFFICER WITHIN THIS JURISDICTION

The Glendale Police Department is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the officer-involved shooting will be conducted by

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theInvestigative Services Division. The officer's employing agency will be responsible for any civil and/or administrative investigation(s).

306.4.3 GLENDALE POLICE DEPARTMENT OFFICER_DEPUTY IN ANOTHER JURISDICTION

It shall be the policy of The Glendale Police Department whose officer(s) become involved in shootings while on duty and in the performance of their duties to, whenever possible, assume primary responsibility for the investigation of that incident regardless of the location (jurisdiction) of the incident. If the agency in whose jurisdiction the officer involved shooting occurs elects or agrees to conduct the investigation into the incident, the Glendale Police Department shall assign a liaison to coordinate investigative activities.

Investigations of shootings involving off-duty law enforcement officers shall be the primary responsibility of the agency in whose jurisdiction the incident occurs.

The agency where the incident occurred has criminal jurisdiction and is responsible for the criminal investigation of the incident. That agency may relinquish its criminal investigation of the suspect(s) to another agency. The Glendale Police Department will conduct civil and/or administrative investigations.

306.4.4 OFF-DUTY OFFICER OUTSIDE THE CITY OF GLENDALE

Whenever a Glendale officer is involved in an off-duty incident outside the City limits and a criminal investigation is being conducted by the agency having jurisdiction, the Glendale Police Department will be responsible for a concurrent administrative investigation and will respond as follows:

(a) **WITHIN DRIVING DISTANCE -** A patrol supervisor will immediately respond to the scene to assist the involved officer, and to obtain the preliminary details surrounding the incident. Administrative investigation personnel will respond to the supervisor's location as soon as possible and will:

1. Provide liaison with the agency conducting the investigation
2. Provide assistance to the officer involved
3. Debrief the Patrol Supervisor
4. Provide assistance, if requested, to the agency conducting the investigation
5. Conduct the "administrative investigation" as outlined

(b) **OUTSIDE OF DRIVING DISTANCE -** The Watch Commander will contact the investigating agency and obtain as much information as possible. The Watch Commander will inform the Chief of Police as soon as possible. The Chief of Police will decide if administrative investigation personnel will respond to the jurisdiction where the incident occurred. In the event that administrative investigation personnel do not respond immediately, they will be responsible for conducting an administrative review of the incident as soon as possible.

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It shall be the involved officer's responsibility to ensure that the on-duty Glendale Police Department Watch Commander is notified of the incident as soon as practicable.

306.4.5 INVESTIGATION RESPONSIBILITY MATRIX
The following table identifies the possible scenarios and responsibilities for the investigation of officer-involved shootings:

	Criminal Investigation of Suspect	**Criminal Investigation of Officer(s)**	**Civil Investigation**	**Administrative Investigation**
GPD Officer in GPD Jurisdiction	GPD Investigators	District Attorney's Office	GPD Civil Liability Team	GPD Professional Standards Bureau
Allied Agency's Officer in GPD Jurisdiction	GPD Investigators	District Attorney's Office	Involved Officer's Department	Involved Officer's Department
GPD Officer in Another Jurisdiction	Decision made by agency where incident occurred	Decision made by agency where incident occurred	GPD Civil Liability Team	GPD Professional Standards Bureau

306.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting..

306.5.1 DUTIES OF INITIAL ON SCENE SUPERVISOR
Upon arrival at the scene of an officer-involved shooting, the first uninvolved supervisor should:

(a) Take all reasonable steps to obtain emergency medical attention for all apparently injured individuals.

(b) Attempt to obtain a brief overview of the situation from any non-shooter officer(s).

1. In the event that there are no non-shooter officers, the supervisor should attempt to obtain a brief voluntary overview from one shooter officer.

(c) If necessary, the supervisor may administratively order any officer from this department to immediately provide public safety information necessary to secure the scene and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information.

(d) Absent a voluntary statement from any officer(s), the initial on scene supervisor should not attempt to order any officer to provide other than public safety information.

(e) Provide all available pertinent information to the Watch Commander and the Communications Center. If feasible, sensitive information should be communicated over secure networks.

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(f) Take command of and secure the incident scene with additional personnel until relieved by a detective supervisor or other assigned personnel.

(g) Identify potential witnesses.

(h) Ensure care is taken to preserve the integrity of any physical evidence present on the officer, equipment or clothing (e.g., blood, fingerprints, etc.) until investigators or lab personnel can properly retrieve it.

(i) As soon as practical, officers involved in the shooting should respond or be transported (separately, if feasible) to the station for further direction.

1. Each involved officer should be given an administrative order not to discuss the incident with other involved officers pending further direction from a supervisor.
2. When an officer's weapon is left at the scene (e.g., evidence), the officer will be provided with a comparable replacement weapon or transported to the station by other officers.

306.5.2 WATCH COMMANDER DUTIES

Upon learning of an officer-involved shooting, the Watch Commander shall be responsible for coordinating all aspects of the incident unless relieved by an uninvolved Bureau or Division Commander.

306.5.3 NOTIFICATIONS

The following person(s) shall be notified as soon as practical:

- Chief of Police
- Investigative Services Division Commander
- District Attorney OIS roll-out team (to be notified by ISD personnel)
- Professional Standards Bureau Lieutenant
- Civil Liability Response Team
- Psychological/Peer support personnel
- Coroner, if necessary (to be notified by ISD personnel)
- Officer representative (if requested)

All outside inquiries about the incident shall be directed to the Watch Commander.

306.5.4 MEDIA RELATIONS

As not to compromise the circumstances or conditions of the initial investigation, a single press release shall be prepared by the PIO with input and concurrence from the sergeant and/or lieutenant from the Investigative Services Division. As soon as practical, this release will be made available in the event of inquiries from the media.

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It will be the policy of this department to not release the identities of involved officers absent their consent or as required by law. Moreover, no involved officer shall be subjected to contact from the media (Government Code § 3303(e)) and no involved officer shall make any comments to the press unless authorized by the Chief of Police or a Division Commander.

Law enforcement officials receiving inquiries regarding incidents occurring in other agency jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

306.5.5 INVOLVED OFFICERS

Once the involved the officer(s) have arrived at the station, or as soon as practical, the Watch Commander, or his/her designee, should admonish each officer that the incident shall not be discussed except with authorized personnel or representatives. The following shall be considered for the involved officer:

(a) Any request for department or legal representation will be accommodated, however, no involved officer shall be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report (ALADS v. County of Los Angeles (2008) 166 Cal.App.4th 1625).

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with department representatives (e.g., employee association) will be privileged only as to the discussion of non-criminal information however.

(d) A psychotherapist shall be made available by the Department to each involved officer, or any other officer, upon request.

    1. Interviews with a licensed psychotherapist will be considered privileged and will not be disclosed except to the extent that the officer is or is not fit for return to duty.

    2. An interview or session with a licensed psychotherapist may take place prior to the involved officer providing a formal interview or report, but the involved officers shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.

(e) Although the Department will honor the sensitivity of communications with peer counselors, there is no legal privilege to such. Peer counselors are cautioned against discussing the facts of any incident with an involved or witness officer.

Care should be taken to preserve the integrity of any physical evidence present on the officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Detectives shall make reasonable accommodations to the officer's physical and emotional needs (Government Code § 3303(d)).

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Each involved officer shall be given reasonable paid administrative leave following an officer-involved shooting. It shall be the responsibility of each officer's Bureau Commander to make schedule adjustments to accommodate such leave.

306.6 THE SHOOTING INCIDENT CRIMINAL INVESTIGATION

306.6.1 DETECTIVE PERSONNEL

Once notified of an officer-involved shooting, it shall be the responsibility of the Investigative Services Division supervisor to assign appropriate detective personnel to handle the investigation of related crimes. Detectives will be assigned to work with investigators from the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related departmental reports except administrative and/or privileged reports will be forwarded to the designated detective supervisor for approval. Privileged reports shall be maintained exclusively by those personnel authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

306.6.2 CRIMINAL INVESTIGATION

It shall be the policy of this department to utilize the District Attorney's Office to conduct an independent criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

Once public safety issues have been addressed, criminal investigators will be given the next opportunity to interview involved officers in order to provide them with an opportunity to give a voluntary statement. The following shall be considered for the involved officer:

(a) With regards to the criminal investigation, only those personnel directly involved in the investigation should participate directly in any voluntary interview of officers. This will not prohibit other personnel, who are conducting the administrative or civil investigation, from monitoring such interviews

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney, prior to speaking with criminal investigators. However, in order to maintain the integrity of each individual statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed

(c) Any voluntary statement provided by the officer(s) will be made available for inclusion in the administrative or other related investigations

(d) Absent consent from the involved officer or as required by law, no administratively coerced statement(s) will be provided to any criminal investigators

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306.6.3 REPORTS BY INVOLVED OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals (Government Code § 3304(a)).

While the involved officer may write the report, it is generally recommended that such reports be completed by assigned investigators who should interview involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by involved suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures, but should also be included for reference in the investigation of the officer-involved shooting.

306.6.4 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or other major incident may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available personnel for the following:

(a) Identify all persons present at the scene and in the immediate area.

  1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

  2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department personnel.

  1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

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(c) Assign available personnel to promptly contact the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to contact with officers.

306.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting, this department will conduct an internal administrative investigation to determine conformance with department policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential peace officer personnel file.

(a) Any officer involved in a shooting may be administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his or her prior statement before proceeding with any subsequent interview(s) (Government Code § 3303(g))

(c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer'(s) physical and psychological needs have been addressed before commencing the interview.

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview (Government Code § 3303(i)) However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

3. Administrative interview(s) should be recorded by the investigator (the officer may also record the interview) (Government Code § 3303(g)).

4. The officer shall be informed of all constitutional *Miranda* rights (Government Code § 3303(h)) and, assuming no voluntary waiver, will then be given an administrative order to provide full and truthful answers to all questions (Government Code § 3303(e)). The officer shall be informed, however, that the

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interview will be for administrative purposes only and that the statement cannot be used criminally (The *Lybarger* or *Garrity* admonishment).

5. The administrative interview shall be considered part of the officer's confidential personnel file.
6. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
7. The completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Department use of deadly force policy.
8. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

306.7.1 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation, but shall be given reasonable access to all other investigations.

306.7.2 TESTING

If the sobriety of a police employee is determined to be relevant to the investigation, the criminal investigators shall proceed as with any member of the public in a similar situation. The preferred sample for testing is blood. A urine sample should also be obtained whenever possible.

In the event of a refusal of the involved officer(s)/employee(s) to cooperate in the investigation or provide a sample for testing, the Chief of Police or the Division Commander of Investigative Services Division will determine the proper action to be taken, which may include employee(s) being ordered to provide the sample.

If the officer is ordered to provide a blood sample, an administrative investigator will be responsible for seeing that it is obtained. The Administrative Investigator will safeguard any sample taken to ensure that it is used for the administrative investigation only. This sample shall not be subsequently used against the employee for criminal prosecution.

306.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in an incident may be permitted to review available Mobile Audio Video (MAV) or other video or audio recordings prior to providing a recorded statement or completing reports.

Non-law enforcement witnesses may also be permitted to review available MAV or other video or audio recordings with approval of assigned investigators or a supervisor.

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Any MAV and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the District Attorney or City Attorney's Office as appropriate.

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Firearms

307.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of firearms. The Chief of Police or his or her designee shall approve all Department firearms before they are acquired and utilized by any member of this department.

307.2 POLICY

The Glendale Police Department will provide guidance for personally owned duty firearms and will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate, in good working order, and that relevant training is provided as resources allow.

307.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including but not limited to edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

307.3.1 DUTY FIREARMS FOR UNIFORMED AND PLAINCLOTHS CARRY

The Department requires members to purchase their own duty firearms.

The authorized on-duty firearm for a uniformed member shall be manufactured by either Sig Sauer or Glock (1911 style pistol as approved by range master). The firearm must be chambered in 9mm,.40 S&W or.45 ACP caliber. The firearm must be a semi-automatic pistol possessing both single- and double-action function a Glock double-action only trigger mechanism, or a Sig Sauer Striker Fire. The weapon shall be constructed in a steel frame, aluminum alloy frame or polymer frame. The barrel shall be three and a half to six inches in length. The finish shall be blued, stainless or nickel.

Those officers who were authorized to carry a revolver prior to January 1, 2007, may still qualify and carry a Smith & Wesson or Colt revolver as their primary duty firearm. The on-duty revolver shall be any Smith & Wesson or Colt revolver possessing both single- and double-action. The firearm must be a.38 Special or.357 Magnum caliber with a steel or aluminum alloy frame. The barrel can be from four to six inches in length. The finish can be blued, stainless or nickel.

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Those officers who were authorized to carry a Smith & Wesson semi-automatic pistol prior to January 19, 2011, may still qualify and carry a Smith & Wesson semi-automatic pistol as their primary duty weapon. The firearm must be a 9mm or.45 ACP caliber semi-automatic pistol possessing both single- and double-action function. The firearm shall be constructed in a steel frame or aluminum alloy frame. The barrel shall be three and a half to six inches in length. The finish can be blued, stainless or nickel.

Duty firearms authorized for plainclothed members are:

(a) Any firearm used for duty carry by uniformed members.

(b) Glock 9mm semi-automatic pistol utilizing double-action only trigger mechanism.The barrel shall be three and a quarter to six inches in length.

(c) H&K 9MM or.45 ACP caliber handguns utilizing double-action only or single- or double-action trigger function in full size or other compact variations.

(d) Kahr Arms P9 or P45 handguns utilizing double-action only trigger function.

(e) Any Smith & Wesson or Colt revolver possessing both double- and single-action function, or double-action only, in.38 Special or.357 Magnum calibers with a steel or aluminum alloy frame. The barrel can be from two to six inches in length. The finish can be blued, stainless or nickel.

All duty firearms shall be carried in such a manner as to prevent accidental cocking, discharge or loss of physical control and shall be accompanied by an extra magazine or speed loader.

307.3.2 AUTHORIZED SECONDARY FIREARM

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved duty firearms.

(b) In addition to authorized duty firearms, the following handguns are approved;

1. Kahr Arms PM9 handgun utilizing double-action only trigger funtion.

2. Any .380 ACP semi-automatic handgun made by a reputable manufacturer. Members may inquire with the Rangemaster prior to purchase to ensure that a model will be acceptable.

(c) Only one secondary handgun may be carried at a time.

(d) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(e) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(f) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

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(g) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(h) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(i) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

307.3.3 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) All duty or secondary firearms are authorized for off-duty carry. If a member maintains a Master or Expert shoot qualification status, they may petition the Rangemaster with the make, model, and caliber of a firearm they wish to carry off-duty that is not listed in this policy as a duty or secondary firearm. The Rangemaster will determine whether the firearm is authorized for off-duty carry.

(b) The purchase of the off-duty firearm shall be the responsibility of the member.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental unintentional cocking, discharge or loss of physical control.

(d) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection and authorization prior to being carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(e) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The member will successfully qualify with the firearm prior to it being carried.

(g) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

(h) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(i) Members shall only carry ammunition authorized by the Department. If the off-duty firearm is other than the member's duty firearm, the member is responsible for purchasing the authorized ammunition.

(j) When armed, officers shall carry their badge and Glendale Police Department identification card under circumstances requiring possession of such identification.

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307.3.4 SHOTGUNS

The authorized department-issued shotgun is the Remington 870.

When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position. Adjustments or custom racks will not be provided for personally owned shotguns.

Officers may purchase and use privately owned shotguns for duty purposes. Privately owned shotguns shall meet the requirements of this section and are subject to inspection by the Rangemaster or designee at any time. All shotguns must be safety inspected and approved by the Department Rangemaster prior to carrying them in the field. All applicable sections of the Glendale Police Department Policy Manual related to firearms shall also apply to privately owned shotguns. The purchase and/or use of a privately owned shotgun is voluntary and is not required equipment. Failure to comply with established rules and regulations may result in removal from the program and may result in disciplinary action.

Officers who choose to use privately owned shotguns while on duty shall allow all personnel authorized to deploy a shotgun to access and use the weapon in exigent circumstances while it is in a city vehicle or deployed in the field. In order to maintain standardization of weapons in both function and appearance, privately owned shotguns shall be the same as those issued by the Department with the only exceptions being those listed in this section.

The following are the parameters for personally owned shotgun for duty use:

- Remington 870 12-gauge pump-action in either Wingmaster or Police model
  - Blued or Parkerized finish
  - 2.75 inch or 3 inch chamber
- Barrels length: 18 to 20 inches
- Sights: bead, rifled or ghost ring
- Stock: oiled walnut wood or synthetic material. All synthetic stocks shall be black in color. Stocks may be equipped with pistol grip or traditional grip styles. Collapsible style stocks may be utilized with approval from the Rangemaster or designee.
- Forends: wood, synthetic or SureFire 618/318 light with momentary switch (constant-on switch optional). Similar light bearing models as approved by the Rangemaster or designee. All forends must be a law enforcement model that does not cover the loading port.
- Sling: two-point slings with two quick-release sling swivel attachments constructed of nylon, canvas, or black leather of normal width. The sling length shall be adjustable. Looped, one point, bandoleer, wide or "cobra" type slings are prohibited.
- Spare ammunition holders: all shotguns must have a side saddle ammunition carrier. The side saddle carrier must not attach using hook and loop fasteners or adhesives and may not have fabric or elastic shell loops. Speed feed stocks may be used in addition to the side saddle as approved by the Rangemaster or designee.

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- Magazine extensions: an extension of one or two rounds with appropriate springs may be added.
- Choke: fixed improved cylinder or modified choke. Adjustable or screw-in chokes are not allowed.

The shotgun must be completely factory assembled and may not be modified, except for the addition of Department approved accessories. The fire control system shall not be modified from factory specifications.

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

See attachment: Private Purchase Shotgun Agreement.pdf

307.3.5 PATROL RIFLES

The authorized department-issued patrol rifle is the Colt model LE6920 .223 caliber.

Officers must use department-issued 20- and 30-round magazines and ammunition.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed.

Full time police officers, or Level One Reserves, at the Chief's discretion may purchase and use privately owned patrol rifles for duty purposes. Privately owned patrol rifles shall meet the requirements of this section and are subject to inspection by the Rangemaster or designee at any time. All patrol rifles must be safety inspected and approved by the Department Rangemaster prior to carrying them in the field. All applicable sections of the Glendale Police Department Policy Manual related to firearms shall also apply to privately owned patrol rifles. The purchase and/or use of a privately owned patrol rifle is voluntary and is not required equipment. Failure to comply

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with established rules and regulations may result in removal from the program and may result in disciplinary action.

Officers who choose to use privately owned patrol rifles while on duty shall allow all personnel authorized to deploy a patrol rifle to access and use the weapon in exigent circumstances while it is in a city vehicle or deployed in the field. In order to maintain standardization of weapons in both function and appearance, privately owned patrol rifles shall be the same as those issued by the Department with the only exceptions being those listed in this section.

The following are the parameters for personally owned patrol rifles for duty use:

- Caliber: 5.56mm x 45mm
- Barrel length: 16" to 20"
- Barrel twist: 1:7, 1:8, 1:9, 1:12
- Stock: fixed or collapsible
- Sights: fixed or folding back-up iron sights
- Upper receiver: flattop (A3-style) or carry handle
- Color: black
- Minimum trigger pull weight, at break: 5.5 pounds

The following rifle manufaturers are authorized for duty use as long as they meet the minimum standards listed above:

- Colt Manufacturing LLC
- Heckler & Koch
- LMT (Lewis Machine & Tool)
- Ruger Firearms
- Smith & Wesson
- Daniel Defense

The patrol rifle must be completely factory assembled and may not be modified, except for the addition of Department approved accessories. The fire control system shall not be modified from factory specifications.

The procedure for purchasing a privately owned patrol rifle is as follows:

(a) Obtain the firearms dealer’s name and address.

(b) Obtain the make, model and serial number of the patrol rifle from the dealer.

(c) Submit the above information to the Office of the Chief.

(d) Once the letter has been approved, the member will be contacted.

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(e) Purchase the patrol rifle from the firearms dealer. The member should receive a blue Assault Weapon Registration Application card from the dealer.

(f) Register the patrol rifle as an assault weapon with the California Department of Justice (DOJ) using the blue card within 90 days of purchase. The DROS fee paid at time of purchase does not register the assault weapon.

(g) Have the patrol rifle, all related equipment, and the DOJ registration confirmation form inspected by the Department Rangemaster. The return receipt of certified mail from DOJ will suffice for registration confirmation.

(h) Successfully complete qualification/recertification with the patrol rifle and have the Rangemaster or designee sign off on the User Agreement Form.

(i) The privately purchased patrol rifle will then be authorized for field deployment,

See attachment: Patrol Rifle Agreement 05-28-20.pdf

307.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. The Department will provide ammunition in .38 Special, .380 ACP, 9mm, .40 S&W and .45 ACP calibers. Other calibers of handgun ammunition must be purchased by the member. Slug or #00 Buck ammunition shall be used for department and personally owned shotguns. The Department will provide ammunition for department and personally owned Patrol Rifles. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

307.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

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307.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. For additional information refer to the Uniform Regulations Policy.

307.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

307.4.4 RIFLE OPTICS

Optics may only be installed on privately owned patrol rifles after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed, the member shall qualify with the patrol rifle to ensure proper functionality and sighting prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a patrol rifle at the target.

The following optical devices and mounts are authorized for use with the privately purchased patrol rifles. All optical devices must be installed by a Rangemaster.

- Aimpoint
  - CompM2
  - CompML2
  - CompM3
  - CompML3
  - CompM4
  - CompM4s
  - Micro H-1(flattop receivers only)
  - Micro T-1(flattop receivers only)
  - Patrol Rifle Optic (PRO)
- EoTech
  - 512
  - 518
  - 552
  - EXPS 3
  - EXPS 2
  - XPS 3

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    - XPS 2
    - MR DS
- Leupold
    - Deltapoint Pro
    - Leupold Carbine Optic (LCO)
- Trijicon
    - MRO
    - RMR (all models)
    - SRS
    - Reflex (1x24 or 1x42)

All patrol rifles must have back-up iron sights. The back-up iron sights must be capable of co-witness through the optic. If co-witness is not possible, the optic must be removable by the member without the aid of tools.

307.4.5 HANDGUN OPTICS

Red dot optics may be installed on duty weapons, off-duty weapons, and secondary firearms. Any approved sight shall only be installed in strict accordance with manufacturer specifications, and must be inspected by a Rangemaster prior to carrying. Once approved optics have been properly installed, the member shall attend a transition course and qualify with the red dot optic to ensure proper functionality and sighting prior to carrying it.

Red dot optics must utilize a dot size within the range of 2.5 MOA to 6.5 MOA, and be capable of co-witnessing with either suppressor height sights or back up fixed sights in the event of optic failure. The following red dot optics are authorized for carry on handguns.

- Trijicon (TYPE 2 or newer)
- Leupold Deltapoint
- Sig Sauer Romeo

307.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

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(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to a supervisor, Rangemaster or designee approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

307.5.1 INSPECTION AND STORAGE

Firearms shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Firearms may be safely stored in lockers, department armory or patrol vault at the end of the shift. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

307.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

307.5.3 STORAGE IN VEHICLES

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container that is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or in a locked toolbox or utility box permanently affixed to the vehicle (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452).

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If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, keylock, combination lock, or other similar locking device (Penal Code § 25140).

Officers are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

307.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training and qualify at least quarterly unless otherwise authorized by the Chief of Police. Members will qualify with off-duty and secondary firearms at least once a year. Members will qualify with shotguns and rifles once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period. An exception or extension may be authorized by the Chief of Police or designee.

Those who fail to meet minimum standards or qualify on their second shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Absent appropriate justification, members failing to participate in a mandatory qualification course may have their peace officer powers suspended and/or be subject to disciplinary action up to and including termination.

307.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

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307.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

307.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical (Penal Code § 597.1(e)).

Injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made (Penal Code § 597.1(b)). Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed.

The Pasadena Humane Society (PHS) shall be contacted for injured dogs and cats when the owners cannot be located. The PHS will determine whether they should be treated or humanely destroyed.

307.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

307.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Manager after each range date.

The range shall remain operational and accessible to Department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Rangemaster.

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The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Manager documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster shall keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Manager.

The Rangemaster or designee shall complete an inventory of all department-issued firearms at least once annually.

307.8.1 ARSENAL INVENTORY RESPONSIBILITY

The Rangemaster shall be responsible for maintaining the arsenal inventory and shall be responsible for stocking, replenishing and replacing items in the arsenal. An inventory control system and bi-annual inventory are the responsibility of the Rangemaster. If the Rangemaster finds a discrepancy in the arsenal inventory, the Rangemaster shall notify the Professional Standard Bureau Lieutenant. The Professional Standard Bureau Lieutenant is responsible for causing an investigation to be initiated for the purpose of locating the missing item.

Except in extreme emergency, members shall not remove any item from the arsenal without authorization from the Rangemaster or designee.

307.8.2 ARSENAL INVENTORY PROCEDURE

The Rangemaster and the Training Unit shall be responsible for maintaining and recording the arsenal inventory through the TMS computer program as well as a written firearms transaction form. The physical inventory of the arsenal shall be conducted on an annual basis by the Rangemaster, Assistant Rangemaster and an additional supervisor not assigned to the Professional Standard Bureau.

Except in an extreme emergency, access to the arsenal shall be restricted to the Rangemaster, the Professional Standards Bureau Lieutenant and the Professional Standards Bureau Commander.

307.8.3 PATROL VAULT INVENTORY

The Rangemaster shall provide a current inventory list of the weapons maintained and stored in the patrol vault. It shall be the responsibility of the Patrol Administrative Sergeant or designee to conduct a monthly inventory of the patrol assigned weapons. This inventory will be maintained by the Patrol Administrative Sergeant. The Rangemaster will include the patrol vault inventory in the annual inventory report.

307.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who

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intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Glendale Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Glendale Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Glendale Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

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(a) The officer shall carry his/her Glendale Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Outdoor Police Shooting Range

308.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety of all persons using the outdoor police shooting range and the surrounding community. The following policy shall apply to all personnel while at the police range facility.

308.2 FIREARM SAFETY RULES

The following firearm safety rules shall apply to all persons at the range.

- All guns are always loaded.
- Never let the muzzle cover anything you are not willing to destroy.
- Keep your finger off the trigger until your sights are on the target.
- Be sure of your target. Know what it is, what it is in line with, and what is behind it.

308.3 RANGE SAFETY RULES

The following rules shall apply to all persons when using the range.

- Personnel shall obey all orders issued by the rangemaster, range staff and/or designated range safety officers.
- No weapons will be fired on the range without a rangemaster or an assigned range officer being present, unless authorized by the Chief of Police or his designee.
- When using the Range for firearm related activities, a minimum of two people are required to be present.
- Personnel shall only shoot at department provided targets or other targets as approved by the rangemaster.
- All personnel on or near an active range and/or in the cleaning bench area must wear hearing and eye protection while firearms are being discharged.
- Any accidental or negligent discharge of a weapon while at the range facility shall be immediately reported to the range staff.
- Any damage or injury occurring during the use of the range, regardless of its severity, must be immediately reported to the range staff.
- Any person, on or off the firing line should, upon witnessing an unsafe act or condition, immediately stop all live fire and notify the rangemaster or range safety officer.

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308.4 GENERAL GUIDELINES

- The Range shall be inspected prior to shooting. Any unsafe condition or other problem shall be reported to the on-duty range staff, or to the watch commander in their absence.
- It is the responsibility of personnel using the range to collect all brass, targets and trash at the direction of the range staff.

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Vehicle Pursuits

309.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to reduce the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officer's conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual’s desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

309.1.1 VEHICLE PURSUIT DEFINED

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer’s signal to stop.

309.2 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with red light and siren as required by Vehicle Code § 21055 for exemption from compliance with the rules of the road. The following policy is established to provide officers with guidelines for driving with due regard and caution for the safety of all persons using the highway as required by Vehicle Code § 21056.

309.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle.

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The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

(a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) Apparent nature of the fleeing suspects (e.g., whether the suspects represent a serious threat to public safety).

(d) The identity of the suspects has been verified and there is comparatively minimal risk in allowing the suspects to be apprehended at a later time.

(e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.

(f) Pursuing officers familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the communication personnel/ supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.

(h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) Availability of other resources such as helicopter assistance.

(l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner in the police vehicle.

309.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect’s escape.

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The factors listed in When to Initiate a Pursuit of this policy are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term “terminate” shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed in When to Initiate a Pursuit of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

(a) Distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.

(b) Pursued vehicle’s location is no longer definitely known.

(c) Officer’s pursuit vehicle sustains any type of damage that renders it unsafe to drive.

(d) Traffic, road and weather conditions.

(e) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.

(f) There are hazards to uninvolved bystanders or motorists.

(g) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

(h) Pursuit is terminated by a supervisor.

309.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

309.3 PURSUIT UNITS

Pursuit units should be limited to three vehicles (two units and a supervisor); however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional

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units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

309.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical. The motor unit shall then proceed code 1 to the termination point of the pursuit.

309.3.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with red light and siren are generally prohibited from initiating or joining in any pursuit. Officers in such vehicles, however, may become involved in emergency activities involving serious crimes or life threatening situations. Those officers should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by Vehicle Code § 21055 do not apply to officers using vehicles without emergency equipment.

309.3.3 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify Communications Bureau that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

(a) Reason for the pursuit.

(b) Location and direction of travel.

(c) Speed of the fleeing vehicle.

(d) Description of the fleeing vehicle and license number, if known.

(e) Number of known occupants.

(f) The identity or description of the known occupants.

(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

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309.3.4 SECONDARY UNITS RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

(a) The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit.

(b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.

(c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

309.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
2. Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) As a general rule, officers should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:

1. Requesting assistance from an air unit.
2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
3. Requesting other units to observe exits available to the suspects.

(d) Notifying the California Highway Patrol (CHP) and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

309.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.

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Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

309.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

309.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

309.3.9 CANINE UNIT

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police canine unit as the primary and/or secondary pursuit unit as soon as practical. The canine unit shall continue to proceed code 3 to the termination point of the pursuit.

309.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

(a) Upon becoming aware of a pursuit, immediately ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.

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(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that aircraft are requested if available.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.

(i) Controlling and managing GPD units when a pursuit enters another jurisdiction.

(j) Preparing post-pursuit critique and analysis of the pursuit for training purposes.

309.4.1 WATCH COMMANDER RESPONSIBILITY
Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

309.5 COMMUNICATIONS
If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

309.5.1 COMMUNICATION CENTER RESPONSIBILITIES
Upon notification that a pursuit has been initiated, Communications Bureau will:

(a) Coordinate pursuit communications of the involved units and personnel.

(b) Notify and coordinate with other involved or affected agencies as practicable.

(c) Ensure that a field supervisor is notified of the pursuit.

(d) Assign an incident number and log all pursuit activities.

(e) Broadcast pursuit updates as well as other pertinent information as necessary.

(f) Notify the Watch Commander or Watch Sergeant as soon as practicable.

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309.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

309.6 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

309.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Glendale Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this department, the CHP should relinquish control.

309.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

(a) Ability to maintain the pursuit

(b) Circumstances serious enough to continue the pursuit

(c) Adequate staffing to continue the pursuit

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(d) The public's safety within this jurisdiction

(e) Safety of the pursuing officers

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed. A Glendale Police Department supervisor should respond to the location of the termination.

309.6.3 PURSUITS FOR CRIMES OBSERVED OCCURRING OUTSIDE THE CITY

Officers of the Department, upon observing a crime committed outside the City (except minor traffic violations), shall relay all pertinent information to the appropriate law enforcement agency through Communications, time permitting. Officers may affect an arrest or maintain surveillance of the suspect(s) until arrival of the other department. Officers of this Department shall only become involved in a vehicular pursuit originating and occurring outside the City when a serious crime is believed to have occurred and the pursuit can be conducted in accordance with the aforementioned policy.

309.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures. In this context, ramming shall be construed to mean maneuvering the police unit into contact with the pursued vehicle to mechanically disable or forcibly position it such that further flight is not possible or practicable.

309.7.1 WHEN USE IS AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

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309.7.2 DEFINITIONS

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit.

Ramming - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

Roadblocks - A tactic designed to stop a violator's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator's vehicle.

Spikes or tack strips - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

309.7.3 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

309.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by officers who have received training in such tactics after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.

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2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
4. The target vehicle is stopped or traveling at a low speed.
5. At no time should civilian vehicles be used to deploy this technique.

(b) Only those officers trained in the use of the Pursuit Intervention Technique (PIT) will be authorized to use this procedure and only then with approval of a supervisor upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:

1. The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

(d) As with all intervention techniques, pursuing officers should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.

(e) The use of spike strips should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children, officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be

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deployed without prior approval of a supervisor and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public.

309.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspects following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspects.

309.7.6 VEHICLE INSPECTIONS

A supervisor shall inspect any vehicle involved in a high-speed pursuit as soon as possible after the conclusion of the incident. The Civic Center Garage will also inspect the vehicle at its earliest opportunity. Vehicles known or suspected of being damaged will not be returned to service until inspected by the Civic Center Garage.

309.8 REPORTING REQUIREMENTS

The following reports should be completed upon conclusion of all pursuits:

(a) The primary officer should complete appropriate crime/arrest reports.

(b) The on-scene field supervisor shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A), is completed and forwarded to the Traffic Bureau. The Traffic Bureau shall file the form with the CHP either electronically or on paper not later than 30 days after the pursuit (Vehicle Code § 14602.1).

(c) After first obtaining the available information, a supervisor or the operations sergeant shall promptly complete an entry into the Commander's Log, briefly summarizing the pursuit. This entry should minimally contain the following information:

1. Date and time of pursuit
2. Length of pursuit
3. Involved units and officers
4. Initial reason for pursuit
5. Starting and termination points
6. Disposition: e.g., arrest or citation
7. Injuries and/or property damage

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8. Medical treatment
9. Name of supervisor at scene

309.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

The involved supervisor shall conduct an investigation into the pursuit, if there are unusual circumstances present (i.e., traffic accidents resulting in serious injuries, death, or major property damage). If unusual circumstances exist, the Bureau/Watch Commander shall be notified who will determine if an Administrative Investigation shall be conducted and/or if an After Action Report should be prepared.

309.8.2 POLICY REVIEW

Each sworn member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member's training file.

309.8.3 DIVISION COMMANDER RESPONSIBILITY

The Division Commander shall ensure that the appropriate reports are generated and shall act on the information presented as necessary.

309.8.4 REPORTING TRAFFIC ACCIDENTS

If a pursuit results in a traffic accident, depending on the seriousness of the incident, the accident report may also include an After Action Report. All After Action Reports, which deal with pursuits resulting in traffic accidents in which Police personnel are involved, shall be forwarded to the Department Safety Committee for consideration. If a traffic accident occurs outside the Glendale City limits, the on-scene supervisor shall ensure that a traffic report is generated either by this Department or the agency having jurisdiction. In the event a traffic accident, which occurs inside the Glendale City limits, and which, is the result of an outside agency pursuit, this Department may conduct the traffic accident investigation. If the outside agency wishes to take the original traffic accident report the outside agency may do so only on approval of the Watch Commander. In limited circumstances,(e.g. a Glendale pursuit which results in serious injury or death or an outside agency pursuit which results in serious injury or death in Glendale) an incident may also necessitate a risk management investigative component. This component shall be coordinated by the City Attorney's office with the goal of assessing civil exposure to the City arising from serious injury or fatal incidents. All statements made to this team, and any products of its investigation, are protected pursuant to attorney-client privilege.

309.8.5 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary POST training on pursuits required by Penal Code § 13519.8, all sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense

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and the need for immediate capture against the risks to officers and others. (Vehicle Code § 17004.7(d)).

309.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

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Officer Response to Calls

310.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

310.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required . Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

An officer should notify the Communications Center if any additional unit is not needed on scene or can downgrade from a Code-3 response.

310.2.1 CODE DESIGNATIONS COMMUNICATION

Code-1 refers to any call that is designated as a routine response. When dispatching units, Communications personnel shall not communicate the designation of a Code-1 response over the radio. If the call is not designated as a Code-3 response, then it will be assumed that the designation is Code-1, and the assigned unit will respond accordingly.

Whenever possible, Communications personnel shall broadcast information regarding the operation of any units within the city which are operating Code-3.

When police units are responding Code-3 to an incident and fire units are also responding Code-3 to the same incident, Communications shall inform Verdugo Fire Dispatch of the police Code-3 response and the location from which the police unit is responding.

310.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Communications Bureau.

If circumstances permit, the requesting officer should give the following information:

- The unit number

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- The location
- The reason for the request and type of emergency
- The number of units required

310.3.1 NUMBER OF UNITS ASSIGNED
Normally, two units should respond to an emergency call Code-3 unless the Watch Commander or the field supervisor authorizes an additional unit(s). If there is a declared field emergency, multiple units should respond Code-3. Supervisors can authorize or cancel additional units.

310.4 INITIATING CODE 3 RESPONSE

An officer may initiate a Code-3 response to a call if the officer believes the situation fits the criteria of an emergency and his/her reponse is necessary in resolving the emergency. When self-initiating a Code-3 response , officers shall immediately notify dispatch they are responding Code-3 and their location. A supervisor can cancel an officer's Code-3 response if the supervisor does not feel it is warranted based upon the circumstances.

In a very limited number of situations, an officer is permitted to respond Code-3 prior to and/or without notifying dispatch in order to avoid covering critical radio traffic. After the situation has stabilized, however, the officer shall advise dispatch that he/she responded Code-3.

Examples include:

(a) An officer in need of immediate assistance

(b) An active shooter

(c) A mass casualty incident, such as a train or plane crash

(d) A serious felony in progress

An officer may initiate a Code-3 operation, without supervisor or Communications approval, when in pursuit of a suspected or actual law violator in compliance with the provisions of the Pursuit Policy.

310.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. If necessary, officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Communications Bureau. An officer shall also discontinue the Code-3 response when directed by a supervisor or when the emergency no longer exists.

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Upon receiving authorization or determining a Code-3 response is appropriate, an officer should immediately give the location from which he/she is responding.

310.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances that may necessitate a Code-3 response, Communications personnel should attempt to obtain authorization from the Communications Supervisor. If no Communications Supervisor is available, then the Watch Commander, Watch Sergeant or a field supervisor should be contacted prior to assigning units Code-3.

The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance

(b) Confirm the location from which the unit is responding

(c) Notify and coordinate allied emergency services (e.g., fire and ambulance)

(d) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated

(e) Control all radio communications during the emergency and coordinate assistance

310.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander, Watch Sergeant or the field supervisor shall verify the following:

(a) The proper response has been initiated

(b) No more than those units reasonably necessary under the circumstances are involved in the response

(c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Watch Commander, Watch Sergeant, or field supervisor should consider the following:

- The type of call
- The necessity of a timely response

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- Traffic and roadway conditions
- The location of the responding units

310.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or Communications Bureau of the equipment failure so that another unit may be assigned to the emergency response.

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Miranda Advisement

311.1 PURPOSE AND SCOPE

With the exception of those arrests as indicated in the Felony Arrests Advisement subsection below, prior to interviewing a suspect in custody, the arresting officer shall advise an arrestee of his/her constitutional rights (Miranda rights) and give the individual an opportunity to make a statement.

311.2 MISDEMEANOR ARRESTS ADVISEMENT

In the case of misdemeanor arrests, the arresting officer is responsible for advising arrestees of their Miranda rights. If an intelligent waiver is obtained (i.e., the arrestee understands the admonition), an interview may be conducted and a statement obtained.

311.3 FELONY ARRESTS ADVISEMENT

Generally, persons arrested for felony offenses should not be advised of their Miranda rights or interrogated at the time of their arrest by field personnel. The advisement and interrogation is normally the responsibility of Investigative Services Division personnel assigned to the case.

However, if unusual circumstances exist, and an immediate advisement, waiver, and interrogation would enhance the investigation, a supervisor may authorize a field officer to make the advisement and obtain a statement. Supervisors shall exercise discretion in this area and in terms of the scope of the interrogation.

When a felony suspect is to be released on bail prior to being interviewed by the appropriate Investigative Services Division personnel (and the release is occurring during hours when investigative personnel are not on duty), a supervisor may authorize an officer to admonish the suspect and obtain a statement.

In the case of serious crimes, Investigative Services Division personnel should interview the suspect unless exigent circumstances are present (e.g., the suspect is seriously wounded).

311.4 JUVENILE ARRESTS ADVISEMENT

In any case where a juvenile is taken into temporary custody, the juvenile should be promptly advised of his/her constitutional rights to ensure the admissibility of any spontaneous statements, whether or not questioning is intended (Welfare & Institutions Code § 625).

311.5 UNSOLICITED STATEMENTS

All personnel shall document spontaneous or unsolicited statements that are pertinent to the case.

311.6 ADMONSHMENT OF RIGHTS-INCLUSION IN REPORT

In the incident report, the officer shall include all pertinent facts regarding the advisement of the suspect's Miranda rights, the suspect's refusal or waiver of those rights, and any information obtained in the subsequent interview.

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Miranda Advisement

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Canines

312.1 PURPOSE AND SCOPE

The Canine Program was established to augment police services to the community. Highly skilled and trained teams of handlers and canines have evolved from the program and are used to supplement police operations to locate individuals, contraband and to apprehend criminal offenders.

312.2 GUIDELINES FOR THE USE OF CANINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the individual poses an imminent threat of violence or serious harm to the public, any officer, the handler or to themselves.

(b) The individual is physically resisting or threatening to resist arrest, or interfering with the arrest of another or interfering with the public safety and/or enforcement activity and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The individual(s) is/are believed to be concealed, or known to be hiding and refusing to vacate their position in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

(d) The individuals(s) are suspected of a felony crime and are attempting to flee the scene or are suspected of concealing themselves so as to elude capture.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a canine in view of the totality of the circumstances.

Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a canine to apprehend an individual.

312.2.1 PREPARATION FOR UTILIZING A CANINE

Prior to the use of a canine to search for or apprehend any individual, the canine handler and/or the supervisor on scene shall carefully consider all pertinent information that is reasonably available at the time. The information should include, but is not limited to the following:

(a) The individual's age or estimate thereof.

(b) The nature of the suspected offense.

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(c) Any potential danger to the public and/or other officers at the scene if the canine is released.

(d) The degree of resistance or threatened resistance, if any, the subject has shown.

(e) The potential for escape or flight if the police dog is not utilized.

(f) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved personnel to minimize the risk of unintended injury.

A canine handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a canine is technically feasible. Generally, the decision whether to deploy the dog shall remain with the handler. However, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

312.2.2 WARNINGS GIVEN TO ANNOUNCE THE USE OF A CANINE

Unless it would otherwise increase the risk of injury or escape, a clearly audible warning to announce that a canine will be released if the person does not come forth, shall be made prior to releasing a canine.

The canine handler, when practical, shall first advise the supervisor of his/her decision if a verbal warning is not given prior to releasing the canine. In the event of an apprehension, the handler shall document in any related report whether or not a verbal warning was given and, if none was given, the reasons why.

312.2.3 USE OF NARCOTIC-DETECTION CANINES

A narcotic-detection-trained canine may be used in accordance with current law under the following circumstances:

(a) To assist in the search for narcotics during a search warrant service

(b) To obtain a search warrant by using the detection canine in support of probable cause

(c) To search vehicles, buildings, bags, and any other articles deemed necessary

A narcotic-detection canine will not be used to search a person for narcotics without reasonable suspicion.

312.2.4 USE OF BOMB/EXPLOSIVE DETECTION DOGS

(a) Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a trained explosive detection dog team may

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be warranted. When available, a trained explosive detection dog team may be used in accordance with current law and under the following circumstances:

1. To assist in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
2. To conduct preventative searches at locations such as special events, VIP visits, official buildings and other restricted areas. Because a dog sniff may be considered a search, such searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
3. To assist with searches at transportation facilities and vehicles (e.g., buses, airplanes and trains).
4. To assist in the search for explosives during a search warrant or at the invitation of the property owner or person in lawful possession.
5. To aid in the development of probable cause in seeking a search warrant.
6. To assist in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

(b) An explosive detection-trained canine will not be used in the following manner:

1. At no time will a detection dog be used to render a suspected device safe or clear.
2. To attempt to detect the presence of explosive material when any package has been previously been deemed suspicious.

(c) The canine handler shall advise all individuals requesting the search that the lack of an indication of explosives by the service canine shall not constitute a guarantee that explosives are not present in an examined area or article.

(d) The canine handler shall further advise the owner or person in lawful possession of the property that the primary responsibility to re-inhabit or utilize any area, building, vehicle, vessel, aircraft, or article searched by the explosive detection-trained canine shall remain with the owner/occupant or person in lawful possession.

(e) When the explosive detection-trained canine has alerted to the presence of explosives in an area, compartment or package, the handler shall:

1. Immediately stop the search;
2. Inform the field supervisor of the positive indication;
3. Evacuate to a safe distance and assist with preventing persons from entering the area;
4. Request the assistance of the Los Angeles County Sheriff's Bomb Squad;
5. Provide the LASO technician with all appropriate assistance.

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312.2.5 GUIDELINES FOR NON-APPREHENSION USE

Because canines have senses far superior to those of humans, they may often be effectively utilized to track or search for non-criminals (e.g. lost children, individuals who may be disoriented or in need of medical attention) or even suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and ability of the canine to determine the feasibility of such an application.

(a) Absent a change in circumstances that present an immediate threat to officers, the canine or the public, such applications should be conducted on leash or under such conditions that will minimize the likelihood that the canine will bite or otherwise injure the individual.

(b) Throughout the deployment of the canine in such circumstances, the handler should consider issuing periodic verbal assurances that the canine will not bite or hurt the person.

(c) Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.

312.2.6 REPORTING CANINE USE, BITES AND INJURIES

Whenever the police service dog is deployed the handler shall document the incident which shall be forwarded to the unit supervisor.

Whenever a dog is deployed and any person is bitten, an original or supplemental report shall be completed and submitted to the Records Bureau. A copy will be forwarded to the Canine Unit Lieutenant and through the chain of command to the Chief of Police. In addition, an entry shall also be made on the Commander's Log when a canine is used to locate a suspect or if the suspect is actually bitten.

In all cases of bites or injury resulting from the use of a canine, photographs shall be taken of the bite or injury after first tending to the immediate needs of the injured party. If a subject alleges an injury that is not visible, notification shall be made to a supervisor and the location of the alleged injury should be photographed and documented in an original or supplemental report. Photographs shall be retained as evidence in accordance with current department evidence procedures..

If the injury requires medical attention, the subject should be transported to an appropriate medical facility. In the event an in-custody suspect requires medical attention, an officer should standby with the suspect until treatment has been rendered.

The Canine Unit Lieutenant will maintain liaison with the Pasadena Humane Society (PHS) to ensure that information regarding canine bites is not retained by their office. Canines used by law enforcement are exempt from impoundment and reporting requirements to the PHS (Food and Agriculture Code § 31609(b)).

312.2.7 REPORTING CANINE INJURIES

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In the event that a canine is injured, the injury will be immediately reported to the unit supervisor and timely notification made to the Canine Unit Lieutenant..

Medical care for any injured canine shall follow the protocol established.

312.2.8 ASSIGNMENT OF CANINES

The canine teams may be assigned to the Field Services Division and the Investigative Services Division within the Glendale Police Department.

When working within the Field Services Division, canine teams should be deployed as any other police unit, however they may be assigned by the field supervisor to other functions based on the needs of the Watch Commander at the time.

Canine teams should not be assigned to handle matters that will take them out of service for extended periods of time unless absolutely necessary and only with the approval of the field supervisor and/or Canine Unit Supervisor.

312.2.9 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

312.3 REQUEST FOR USE OF CANINE TEAMS

Personnel within the Department are encouraged to freely solicit the use of the canines. Requests for a canine team, outside normal working hours, should be coordinated through the field supervisor and Canine Unit Lieutenant.

312.3.1 REQUEST FOR ASSISTANCE FROM OTHER AGENCIES

The Watch Commander, or his/her designee, must approve all requests for canine assistance from outside agencies subject to the following provisions:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) Any on duty canine team, with the approval of the on duty Watch Commander, or acting Watch Commander, may be used to assist an outside agency if field resources allow.

(c) Canine teams shall not be called out while off duty to assist Glendale Police personnel unless authorized by the on duty Watch Commander, or his/her designee.

(d) An off duty canine team will not be recalled to assist an outside agency unless authorized by the on duty Watch Commander, or his/her designee.

(e) The Field Services Division Commander must approve requests that will take the canine team out of the county for any extended period.

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The handler has the ultimate authority to decide whether the canine should be used for any specific assignment. It shall be the responsibility of the canine handler to coordinate with outside agency personnel in order to minimize the risk of unintended injury.

312.3.2 REQUEST FOR PUBLIC DEMONSTRATIONS
All public requests for a canine team shall be approved by the Canine Unit Lieutenant prior to making any commitment.

Handlers shall not demonstrate any apprehension work to the public unless authorized to do so by the Canine Unit Lieutenant.

312.4 SELECTION OF CANINE HANDLERS

The following are the minimum qualifications for the assignment of canine handler:

(a) Minimum of three (3) years as a full time peace officer

(b) Completion of probation as a Glendale Police Officer

(c) Reside in an adequately fenced, single-family, residence (minimum five-foot high fence with locking gates)

(d) Have a secured area or building that will accommodate a canine unit

(e) Reside within a 40 mile radius of the Department to allow for a timely response to emergency calls

(f) Agree to be assigned to the position for a minimum of three years

(g) Agree to provide off duty time to the care, feeding, grooming, and conditioning of the canine

(h) Must be in good physical condition

(i) Willing to work varied shifts

(j) Must be a capable public speaker willing to accept speaking and other public appearance assignments

(k) Must be willing to perform general law enforcement duties in addition to specialized canine duties

312.5 CANINE HANDLER RESPONSIBILITIES

312.5.1 AVAILABILITY
The handler shall be available for call-out under conditions specified by this policy.

312.5.2 CARE FOR THE CANINE AND EQUIPMENT
The handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions. The handler will be responsible for the following:

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(a) Unless required by a particular application, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition and when not on duty shall maintain the canine unit in a secured area or building away from public view.

(c) Handlers shall permit the Unit Lieutenant or Unit Supervisor to conduct spontaneous on-site inspections of affected areas of their residence as well as the canine unit, to verify that conditions and equipment conform to this policy.

(d) Any changes in the living status of the handler which may affect the lodging or environment of the canine shall be reported to the Unit Lieutenant and the Unit Supervisor as soon as possible.

(e) When off-duty, canines shall be maintained in kennels, provided by the City, at the homes of their handlers. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, canines may be let out of their kennels while under the direct control of their handlers.

(f) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(g) Under no circumstances will the canine be lodged at another location unless approved by the Unit Lieutenant.

(h) When off-duty, handlers shall not involve their canines in any activity or conduct, to include, but not limited to: formal training exercises, canine competitions, public events or public canine demonstrations, unless approved in advance by the Unit Lieutenant. When off-duty, handlers should not involve their canines in law enforcement activity unless approval is obtained from the Unit Lieutenant or on duty Watch Commander

(i) Whenever a canine handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the Unit Lieutenant so that appropriate arrangements can be made.

(j) The City of Glendale will take responsibility for the initial installation of the kennel at the handler's residence. The handler will take responsibility for the removal and installation of the kennel at a subsequent location. Removal of the kennel to a subsequent location must be departmentally approved.

312.5.3 CANINE IN PUBLIC AREAS

All canines shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the canines are trained or actively participating in training exercises.

(a) Canines shall not be left unattended in any area to which the public may have access.

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(b) When the canine unit is left unattended all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog. The handler shall also insure that the unattended unit remains inhabitable for the canine.

312.5.4 HANDLER COMPENSATION
The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the dog as provided in the Fair Labor Standards Act. The compensation shall be prescribed in the employee's Memorandum of Understanding.

312.6 MEDICAL CARE OF THE CANINE
All medical attention shall be rendered by the designated canine veterinarian, except during an emergency.

312.6.1 NON-EMERGENCY MEDICAL CARE
Non-emergency medical care will be coordinated through the Unit Lieutenant

Any indication that a canine is not in good physical condition shall be reported to the unit supervisor, with timely notification to the Unit Lieutenant.

All records of medical treatment shall be maintained in the appropriate canine file maintained by the Canine Unit Lieutenant.

312.6.2 EMERGENCY MEDICAL CARE
The designated emergency medical treatment center or canine veterinarian shall render emergency medical treatment. The handler shall notify the unit supervisor as soon as practicable when emergency medical care is required. If out of the area, the unit supervisor will be notified and a licensed veterinarian will be utilized for immediate emergency care. In all instances, the Canine Unit Supervisor and the Canine Unit Lieutenant shall be notified as soon as possible.

312.7 TRAINING
Before assignment in the field, each canine team shall be trained and certified to meet current POST standards. Cross-trained dog teams or those dog teams trained exclusively for the detection of narcotics and/or explosives shall be trained and certified to meet the standards established for such detection dogs by the California Narcotic Canine Association or other recognized and approved certification standards.

The Canine Unit Supervisor shall be responsible for scheduling periodic training for all field personnel in order to familiarize them with how to conduct themselves in the presence of department canines.

312.7.1 CONTINUED TRAINING
Each canine team shall thereafter be re-certified to current POST standards, or other recognized and approved certification standards, on an annual basis. Additional training considerations are as follows:

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(a) Canine teams shall receive training as defined in current contract with the Department's canine training provider.

(b) In order to ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to the policies of the Glendale Police Department.

(c) All canine training shall be conducted while on-duty unless otherwise approved by the Unit Lieutenant.

(d) Training may be conducted outside of Los Angeles County if the contracted trainer is based outside of Los Angeles County. Training outside the county shall not be construed to conflict with any other section of this policy.

312.7.2 FAILURE TO SUCCESSFULLY COMPLETE POST TRAINING

Any dog team failing POST canine certification, or other recognized and approved certification standards, shall not be deployed in the field until certification is achieved. When practical, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

312.7.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's training file as well as the canine program file.

312.8 CANINE UNIT COORDINATOR RESPONSIBILITIES

The Unit Lieutenant(s) shall be appointed by the Command Staff and shall supervise the Canine Program. The Unit Lieutenant tasked with overseeing canine teams assigned to the Field Services Division is directly responsible to the Field Services Division Commander. The Lieutenant assigned to oversee the Narcotic Detection Canine assigned to the Investigative Services Divisions is directly responsible to the Investigative Services Division Commander. The Unit Lieutenants shall be responsible for, but not limited to, the following:

(a) Review all Canine Use Reports to insure compliance with policy and to identify training issues and other needs of the program.

(b) Maintain liaison with the contracted canine vendor consultant/trainer

(c) Maintain liaison with Command staff and functional supervisors, including Field Services Division Lieutenants

(d) Maintain liaison with other agency canine coordinators

(e) Maintain accurate records to document canine activities, and for submitting the monthly report to the FSD Division Commander

(f) Recommend and oversee the procurement of needed equipment and services for the unit.

(g) Be responsible for scheduling all canine related activities

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(h) Ensure the canine teams are scheduled for continuous training to maximize the capabilities of the teams.

312.9 CONTROLLED SUBSTANCE TRAINING AIDS

Controlled substance training aids are required to effectively train and maintain drug and explosive detecting dogs. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public.

Health & Safety Code § 11367.5 provides that any Sheriff, Chief of Police, the Chief of the Bureau of Controlled Substance Enforcement, or the Commissioner of the California Highway Patrol, or a designee thereof may, in his or her discretion, provide controlled substances in his or her possession for training purposes:

(a) To any duly authorized peace officer or civilian drug detection canine trainer working under the direction of a law enforcement agency

(b) Provided the controlled substances are no longer needed as criminal evidence

(c) Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community, or while providing canine drug detection training.

312.9.1 PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

(a) All necessary controlled substance training samples shall be acquired from the Glendale Police Department's property personnel or from allied agencies authorized by Health & Safety Code § 11367.5 to provide controlled substance training samples. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler

(b) The weight and test results shall be recorded, maintained and verified by the Canine Unit Lieutenant

(c) Any person receiving controlled substance training samples pursuant to Health & Safety Code § 11367.5 shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances

(d) All controlled substance training samples will be inspected, weighed, and tested annually. The results of the annual testing shall be recorded and maintained by the Unit Lieutenant with a copy forwarded to the dispensing agency

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(e) All controlled substance training samples will be stored in locked metal boxes at all times, except during training. The locked metal boxes shall be secured in the trunk of the canine handler's assigned patrol or narcotic unit in a separate compartment not available to other persons, or stored in an approved Department safe. There are no exceptions to this procedure

(f) The Canine Unit Lieutenant shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action

(g) Any unusable controlled substance training samples shall be returned to the Property room or to the dispensing agency

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency

(i) All controlled substance samples are subject to inspection by any supervisor whenever the handler is on duty.

312.9.2 IMMUNITY

All duly authorized peace officers acting in the performance of their official duties and any person working under their immediate direction, supervision or instruction are immune from prosecution under the Uniform Controlled Substance Act while providing substance abuse training or canine drug detection training (Health & Safety Code § 11367.5(b)).

312.10 EXPLOSIVE TRAINING AIDS

Explosive training aids are required to effectively train and maintain the skills of explosives detection dogs and can also provide effective training for law enforcement personnel and the public. Peace officers are permitted by law to possess, transport, store or use explosives or destructive devices while acting within the scope and course of employment (Penal Code § 12302). Explosive training aids designed specifically for K-9 teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. Due to the responsibilities and liabilities involved with possessing explosive substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

(a) All necessary explosive training samples shall be acquired from a Los Angeles County Sheriff's Explosive and Ordinance Disposal (EOD) team member or an authorized dispensing company

(b) All explosive training samples shall be examined and weighed prior to dispensing to the individual canine handler and the results shall be recorded and maintained by the Unit Lieutenant

(c) Explosives used for training shall consist of a variety of explosive chemicals as determined by the canine handler, canine trainer, and the Canine Unit Lieutenant.

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Explosive training aids shall consist of not more than one (1) pound quantities and may contain, but not be limited to, the following: RDX, HMX, PETN, Ammonium Nitrate, Nitro Glycerin, emulsions, TNT, Potassium Chlorate, Sodium Chlorate, Black Powder, and Smokeless Powder

(d) All explosive training samples shall be returned to an EOD team member at least annually for destruction in a legally approved manner

(e) All explosive training samples will be stored in approved lock boxes in an approved bunker when not in use. All controlled substances will be in approved locked boxes in the vehicle trunk during any transport. Explosives will not be stored in any Glendale Police Department location normally occupied by people

(f) An EOD team member and either the Canine Unit Lieutenant or Canine Unit Supervisor shall inspect and weigh every explosive training sample at the time of issuance

(g) Any unusable training sample shall be returned to an EOD team member for destruction in a legally approved manner

(h) Under no circumstances shall a canine handler attempt, for any reason, to alter, detonate, or handle any explosive material or its container in any manner not acceptable to the EOD team member

(i) Any lost or damaged explosives training aid shall be promptly reported to the Unit Supervisor in writing who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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Domestic Violence

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

313.2 POLICY

The Glendale Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior and a request for assistance in a situation involving domestic violence is the same as any other request for assistance where violence has occurred. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

313.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

313.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

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(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigative Services Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

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313.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

(c) When appropriate, officers should advise the victim of the availability of the Victim Information and Notification Everyday (VINE) Program. VINE allows victims to check on an offender's custody status and register to receive automatic notification when an inmate is released from custody.

313.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

313.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should:

(a) Recognize that a victim’s behavior and actions may be affected.

(b) Provide the victim with the department’s domestic violence information handout, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

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313.5.1 INVESTIGATOR RESPONSIBILITY

With the exception of the initial police interview to determine whether a crime has been committed and to determine the identity of the suspect(s), the investigating officer must advise the victim of his/her right to have an advocate and support person present at any subsequent interview(s) (Penal Code § 679.05).

The support person may be excluded from an interview if the law enforcement authority or the District Attorney determines the presence of that person would be detrimental to the purpose of the interview. The investigating officer should articulate in the report that the victim was advised of their right to a counselor and/or support person.

313.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

313.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

313.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(a) If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

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(b) Check available records or databases that may show the status or conditions of the order.

(a) Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.
(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

313.9 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

313.9.1 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).

(b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).

(c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)

2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)

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3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
4. Penal Code § 646.9 (stalking)
5. Other serious or violent felonies specified in Penal Code § 1270.1

(d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:

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

(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

313.9.2 COURT ORDERS

(a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).

(b) At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

(c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the

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order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

313.9.3 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

313.9.4 REPORTS AND RECORDS

(a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.

(b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

(c) Officers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)(2)).

313.9.5 RECORD-KEEPING AND DATA COLLECTION

This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Manager to maintain and report this information as required.

313.9.6 DECLARATION IN SUPPORT OF BAIL INCREASE

Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee’s appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).

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313.10 POLICE EMPLOYEE DOMESTIC VIOLENCE PROCEDURES

Domestic violence is a universal problem that affects people from all walks of life. Police officers are not immune. No person, because of his or her occupation, should be exempt from the application of laws concerning domestic violence. This department takes a zero tolerance position regarding incidents of domestic violence.

In those situations involving any off duty Glendale Police or outside agency personnel, where the incident takes place inside city limits, the department shall comply with all the procedures as previously outlined in this domestic violence policy along with the request that a supervisor shall respond.

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Search and Seizure

314.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Glendale Police Department personnel to consider when dealing with search and seizure issues.

314.2 POLICY

It is the policy of the Glendale Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

Supervisors should provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate. California POST legal updates and case law are maintained in CD format in the Professional Standards Bureau.

314.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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314.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) If time permits, officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search.

(f) A search may be undertaken of a member of the opposite sex when it is not practicable to summon an officer of the same sex and there are reasonable grounds to believe the individual is armed with a dangerous weapon and there is evidence that an immediate search is necessary. In these instances the officers will adhere to the following guidelines for both adults and juveniles:

1. A supervisor and/or one other officer should witness the search, if practicable.

2. A search of primary hiding areas, like the waist and pants pockets may be conducted. If it is tactically necessary for a member of the opposite sex to search for a weapon, he/she may do so by using a grab/grasp and feel type search of the clothing. The search shall be conducted with the fingers and the palm facing the subject's body. A search should not be conducted by patting areas or using the back or blade of the hand, as there is less sense of touch and thus potential to miss or fail to recognize an object. A search should not be done of a female's breasts or genitalia area unless a weapon is clearly visible, at which time the below paragraph is applicable.

3. When searching a member of the opposite sex, if a weapon is visible and easily removed, the officer may remove the weapon. If a weapon is not easily removable and is under clothing in the breast or genitalia area, the suspect should be handcuffed prior to the arrival of an officer of the same sex. If there is a tactical need for the immediate retrieval of a weapon from a member of the opposite sex, then the officer can retrieve the weapon and shall document the search, the search method and the need for the immediate search.

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314.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

314.6 PRE-TRANSPORTATION SEARCH OF PRISONER

Prior to transporting any arrested person, the officer will thoroughly search that person. The officer should search for items such as:

- Weapons, perhaps smaller ones and less typical than those looked for in a "pat down" search, which might endanger the officer's safety
- Contraband which might be disposed of during transportation or which might be introduced into the jail
- For instruments which might facilitate an escape from the police unit or from the jail

314.6.1 EVIDENCE OF ANOTHER CRIME FOUND DURING SEARCH

If evidence of another crime is found upon the arrested person during the pre-transportation search, the officer may elect to book the arrestee on charges other than that for which the arrest was originally made.

This policy regarding a pre-transportation search does not preclude an officer from conducting any other legally justifiable type of search.

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Temporary Custody of Juveniles

315.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Glendale Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

315.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

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(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

315.2 POLICY

The Glendale Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Glendale Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

315.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Glendale Police Department:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).

(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Glendale Police Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

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If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

315.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY
When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

315.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY
Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

315.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Glendale Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Glendale Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Glendale Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d)).

315.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Glendale Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination.

315.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to

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the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

315.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Glendale Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

(a) Released upon warning or citation.

(b) Released to a parent or other responsible adult after processing at the Department.

(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.

(d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative that least restricts the juvenile’s freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

315.4.4 ARRESTING EMANCIPATED MINORS

Only a court of law has the power and authority to determine if a minor is to be processed as an adult (707 WIC). The moment an emancipated minor commits a criminal act, the minor comes under the provisions of 602 WIC.

315.4.5 TEMPORARY CUSTODY-TIME RESTRICTIONS

(a) Per 631 WIC, whenever a minor is taken into custody by a peace officer or probation officer, except when the minor willfully misrepresents himself or herself as 18 or more years of age, the minor shall be released within 48 hours after having been taken

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into custody, excluding nonjudicial days, unless within that period of time a petition to declare the minor a ward has been filed or a criminal complaint against the minor has been filed in a court of competent jurisdiction.

(b) Except when the minor represents himself or herself as 18 or more years of age, whenever a minor is taken into custody by a peace officer or probation officer without a warrant on the belief that the minor has committed a misdemeanor that does not involve violence, the threat of violence, or possession or use of a weapon, and if the minor is not currently on probation or parole, the minor shall be released within 48 hours after having been taken into custody , excluding nonjudicial days, unless a petition has been filed to declare the minor to be a ward of the court and the minor has been ordered detained by a judge or referee of the juvenile court pursuant to Section 635.

315.5 ADVISEMENTS

Officers shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the *Miranda* rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

315.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Glendale Police Department (15 CCR 1150).

(c) Watch Commander notification and approval to temporarily hold the juvenile.

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(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed (15 CCR 1142).

(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

315.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Glendale Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

315.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Glendale Police Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Glendale Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Glendale Police Department more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

    1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

    2. This does not apply to surreptitious and legally obtained recorded interrogations.

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(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

(j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

(k) Blankets shall be provided as reasonably necessary (15 CCR 1143).

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

315.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Glendale Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

315.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Glendale Police Department shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

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The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Glendale Police Department.

315.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

(a) Age, maturity, and delinquent history

(b) Severity of offense for which the juvenile was taken into custody

(c) The juvenile offender's behavior

(d) Availability of staff to provide adequate supervision or protection of the juvenile offender

(e) Age, type, and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

315.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

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(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.
2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

315.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Glendale Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police, and Investigative Services Division Supervisor.

(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the City attorney.

(e) Notification to the coroner.

(f) Notification of the juvenile court.

(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).

(h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.

(i) Evidence preservation.

315.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

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Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

(a) Information is necessary to protect life or property from an imminent threat.

(b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

315.13.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility, or other fixed place of detention. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated, or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

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315.14 JUVENILES ARRESTED OUTSIDE LOS ANGELES COUNTY

When a juvenile is taken into custody and detained outside the County, but within the State, for an offense committed in the City of Glendale, the assigned investigator may:

- When appropriate, request that the arresting agency cite out the juvenile into the court of appropriate jurisdiction
- Request the parents contact the detaining agency and make arrangements for the juvenile's return when the juvenile's detention in this City is not necessary
- With the approval of the Detective Bureau Commander, the investigator may go to the location of detention and personally return the juvenile to our custody.

315.14.1 PETITION AND WARRANT REQUEST

A non-detained petition and warrant request shall be made when a juvenile is taken into custody and detained outside Los Angeles County, but within this State, and only in those cases when it is impractical for a member of this Department to return the juvenile, and it is necessary that the juvenile be returned in custody.

Detention time commences when the juvenile was apprehended by the outside jurisdiction and the warrant must be secured within the detention time limit. Frequently, time does not permit the issuance of a warrant, in which case, the final disposition of the juvenile is the responsibility of the jurisdiction of arrest.

315.14.2 WARRANT ISSUANCE

It shall be the responsibility of the assigned Investigator to notify the jurisdiction of arrest by sending a teletype abstract of the warrant and including the information regarding transportation. When no warrant is issued, the investigator shall notify the jurisdiction of the arrest by teletype that the disposition of the juvenile is at the discretion of the jurisdiction of arrest as no warrant has been issued.

315.15 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Glendale Police Department Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Manager and the appropriate Investigative Services Division supervisors to ensure that personnel of those bureaus act within legal guidelines.

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315.16 JUVENILE BOOKED AS AN ADULT

315.16.1 NO COMPLAINT ISSUED

When it is learned that a person under the age of 18 years has been booked as an adult and no adult complaint has been issued, the Jailer shall be notified immediately. The Jailer shall immediately separate the juvenile from any adult prisoners and shall notify Investigative Services. The assigned investigator shall: Ascertain the true age of the subject Release the adult charge Obtain a new booking number and re-book the subject as a juvenile, using the original date and time of arrest If detention is to be continued, confine the juvenile to Juvenile Hall If the juvenile is to be detained, the assigned investigator shall complete a juvenile petition request within the time limit that is based on the date and time of the original arrest

EXCEPTION: - Section 631.1 WIC states, "When a minor under the age of 18 years of age willfully misrepresents himself to be 18 or more years of age when taken into custody by a peace officer or probation officer, and this misrepresentation effects a material delay in investigation which prevents the filing of a petition pursuant to the provisions of this chapter or the filing of a criminal complaint against him in a court of competent jurisdiction within 48 hours, such petition or complaint shall be filed within 48 hours from the time his true age is determined, excluding non-judicial days. If, in such cases, the petition or complaint is not filed within the time prescribed by this section, the minor shall be immediately released from custody."

315.16.2 COMPLAINT ISSUED

When it is determined that a person has been arraigned or held to answer at a preliminary examination as an adult and is in fact a juvenile, the investigator who originally was assigned to the case shall be notified and adhere to the following procedures: Notify the detaining agency to segregate the juvenile Notify the District Attorney's Office Notify the concerned court and make arrangements for the parents to present proof of the subject's true age

If the juvenile is remanded to Juvenile Court, the presiding judge will order the Sheriff's Department to transport the juvenile to Juvenile Hall.

The Probation Department will prepare the petition and present the case to the juvenile court.

315.16.3 RELEASED ON BAIL

When it is learned that a person under the age of 18 years has been booked as an adult

and has bailed out, the concerned investigator shall:

Notify the District Attorney's office

Notify the Court Liaison officer of the situation

Advise the juvenile's parents or legal guardian to appear in court on the date the juvenile

was ordered to appear with proof of the juvenile's true age.

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315.17 ADULT IN CUSTODY FOR OFFENSE COMMITTED WHILE A JUVENILE

When a person 18 years of age or older is in custody for an offense committed when the person was a juvenile, the procedure used is predicated on the final disposition that would have been made if the person were still a juvenile. For example:

If a petition request is not warranted, the person shall not be booked, but shall be released in the same manner as a juvenile

If a non-detained petition is warranted, the person shall be booked, processed, and released in the same manner as if the person were a juvenile

The Probation/Intercept officer at Juvenile Hall shall be contacted to determine if that agency concurs with the necessity for detention

If detention at Juvenile Hall is approved, the subject shall be booked and processed, and the required reports completed in the same manner as if the person were a juvenile

A Petition Request shall be submitted within the required legal time limit if detained and within a reasonable length of time if released

315.18 STATUS OFFENDERS AND DEPENDENT CHILDREN

315.18.1 STATUS OFFENDER

Those minors detained as status offenders under Section 601 WIC may be deferred to a Juvenile Detention Facility if necessary. They may not be detained in adult jails or lock-ups. Under no circumstances are 601 WIC offenders to be subjected to the Jail booking area. 601 WIC offenders may be temporarily detained in a non-secure area until arrangements can be made for release or approved placement.

315.18.2 INCORRIGIBLE OR DISOBDIENT

An incorrigible juvenile is one who habitually refuses to obey the reasonable and proper orders or directions of parent(s) or a guardian.

Officers should process only emergency cases of incorrigibility that present a substantial physical hazard to the persons involved and are serious enough to require detention. In this case, a report should be taken documenting the incorrigible act(s).

Parents or guardians who report incorrigible cases involving juveniles on active probation or parole should be instructed to contact the concerned probation or parole officer.

315.18.3 DEPENDENT CHILDREN

The purpose of Section 300 WIC, relating to dependent children, is to provide maximum safety and protection for children who are currently being physically, sexually, or emotionally abused, being neglected, or being exploited, and to ensure the safety, protection, and physical and emotional well-being of children who are at risk of that harm.

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As defined in Section 305 WIC, any peace officer may, without a warrant, take a minor into temporary custody when the officer has reasonable cause for believing that the minor is a person described in section 300, and in addition, that the minor has an immediate need for medical care, or the minor is in immediate danger of physical or sexual abuse, or the physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In cases in which the child is left unattended, the peace officer shall first attempt to contact the child's parent or guardian to determine if the parent or guardian is able to assume custody of the child. If the parent or guardian cannot be contacted, the peace officer shall notify a social worker in the Department of Children's Services to assume custody of the child.

315.18.4 PARENTAL NOTIFICATION

When a peace officer takes a minor into custody for the purpose of emergency placement, he or she shall take immediate steps to notify the minor's parent, guardian, or a responsible relative that the minor is in custody and that the child has been placed in a facility authorized by law to care for the child. The individual shall be provided the phone number of the Department of Child and Family Services or the caseworker, if known.

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Adult Abuse

316.1 PURPOSE AND SCOPE

This policy provides members of this department with direction and understanding of their role in the prevention, detection and intervention in incidents of elder or dependent abuse. It is the policy of the Glendale Police Department to treat reports of adult abuse as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspects.

316.2 DEFINITIONS

Definitions related to this policy include:

Adult Abuse - Any offense or attempted offense involving violence or neglect of adults over the age of 65 or any offense or attempted offense involving a dependent adult victim.. This also includes any other act that would mandate notification to a social service/licensing agency or law enforcement related to the abuse of an adult (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.27; Welfare and Institutions Code § 15610.23).

Dependent Adult - Any person residing in this state, between 18 and 64 years of age, who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This includes any person between 18 and 64 years of age who is admitted as an inpatient to a 24-hour health facility, as defined in state law (Health and Safety Code § 1250; Health and Safety Code § 1250.2; Health and Safety Code § 1250.3).

316.3 MANDATORY NOTIFICATION

Any member who has observed or has knowledge of an incident that reasonably appears to be adult abuse, is told by an elder or dependent adult that he/she has experienced abuse or who reasonably suspects abuse, shall report to the county adult protective services agency as soon as practicable as provided in Welfare and Institutions Code § 15630.

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse neglect.. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30). Notification is also made in cases of abandonment, abduction, isolation and neglect/self neglect (Welfare and Institutions Code § 15610.05; Welfare and Institutions Code § 15610.06; Welfare and Institutions Code § 15610.43; Welfare and Institutions Code § 15610.57).

Notification should also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

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(a) If the abuse is physical abuse including sexual assault and it occurred in a long-term care facility (not a state mental health hospital or a state developmental center) notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):

1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

    (a) Definition of Serious Bodily Injury - An injury involving bodily injury, an injury involving extreme pain, substantial risk of death, loss or impairment of functioning, or requiring medical intervention.

2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.

(b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman.

(c) The State Department of Public Health shall be notified of all known or suspected abuse occurring in a long-term health facility.

(d) The Bureau of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.

(e) The District Attorney's office shall be notified of all cases of physical abuse including sexual assault and financial abuse in a long-term care facility.

(f) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the State Department of State Hospitals or the State Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse.

(g) If the abuse occurred at a residential care facility for the elderly or adult day program, the State Department of Social Services shall be notified.

(h) If the abuse occurred in an adult day health care center, the State Department of Public Health and the California Department of Aging shall be notified.

Failure to make a report within two working days or as provided is a misdemeanor (Welfare and Institutions Code § 15630(h)).

The Investigative Services Division supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

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316.4 OFFICER'S RESPONSE

All incidents involving actual or suspected adult abuse, as defined by Welfare and Institutions code 15610.07, shall be fully investigated and appropriately documented.

316.4.1 INITIAL RESPONSE

Officers may be called upon to effect a forced entry as the first responder to the scene of suspected adult abuse. Entry should be immediate when it appears reasonably necessary to protect life or property. When the need for an emergency entry is not evident, officers should seek supervisory approval. Officers must be prepared to provide emergency care pending the arrival of medical personnel, if not already present.

316.4.2 STABILIZE THE SITUATION

Officers must quickly assess the situation in an effort to ensure the immediate safety of all persons. Officers shall also consider taking the following actions:

(a) Attempt to identify the victim, suspect and witnesses as well as the roles and relationships of all parties. Parties should be interviewed separately when possible.

(b) Preserve the crime scene where evidence may be present. All persons should be removed from the scene until it has been photographed and processed. Any evidence that may change in appearance (e.g., injuries) should be photographed as soon as practicable.

(c) Assess and define the nature of the problem. Officers should assess the available information to determine the type of abuse that may have taken place or the potential for abuse in the future that may be eliminated by intervention.

(d) Make on-scene arrests when appropriate. Officers may arrest a person without a warrant when probable cause exists to believe that the person has committed an assault or battery, whether or not the assault or battery has in fact been committed, upon an adult to whom the suspect is related by blood or legal guardianship, provided the arrest is made at the time probable cause arises (Penal Code § 836).

If an arrest is not otherwise required by law, officers should consider the consequences that the immediate arrest of a sole supporting family caretaker might have on the victim. The decision to arrest should be based on the best interests and caretaking needs of the elderly or dependent adult victim. The present and future safety of the victim is of utmost importance.

316.4.3 SUPPORT PERSONNEL

The following persons should be considered for notification if it appears an in-depth investigation is appropriate:

- Patrol supervisor

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- Detective personnel
- Evidence collection personnel
- Protective Services Agency personnel
- Ombudsman shall be called if the abuse is in a long-term care facility, to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).
- Investigation efforts shall be coordinated with the designated investigators of the State Department of State Hospitals or the State Department of Developmental Services if the abuse occurred in a state mental hospital or state developmental center (Welfare and Institutions Code § 15630(b)).

316.4.4 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

316.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

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(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).

(k) Whether a death involved the End of Life Option Act:

1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17)
3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17)
4. Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

316.6 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55). For example the LA COunty Elder Abuse Forensic Center.

(g) May consult with the CA Department of Justice Bureau of Medi-Cal Fraud and Elder Abuse on abuse cases in facility settings. They can obtain medical records for anyone in a facility setting without a subpoena and are required to work with local law enforcement.

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316.7 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without the elders consent or without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

316.7.1 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

316.8 INTERVIEWS

316.8.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

316.8.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

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(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

316.9 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination. Please note that long- term care facilities never have the authority to consent or refuse to an exam on behalf of a victim in its care.

316.10 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

316.10.1 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigative Services Division supervisor so an interagency response can begin.

316.10.2 SUPERVISOR RESPONSIBILITIES

The Investigative Services Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community specific procedures for responding to situations where there are adult

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abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigative Services Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

316.11 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

316.12 RECORDS BUREAU RESPONSIBILITIES

The Records Bureau is responsible for:

(a) Providing a copy of the adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).

(b) Retaining the original elder/dependent adult abuse report with the initial case file.

Law enforcement agencies are required to provide statistical information concerning victims of violent crimes who are 60 years of age or older. This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Administrator to maintain and report this information as required.

316.13 JURISDICTION

The Glendale Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and

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criminal neglect and may assist in criminal investigations upon request in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

316.14 RELEVANT STATUTES

Penal Code § 368 (c)

Any person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

(f) A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Welfare and Institutions Code § 15610.05

“Abandonment” means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

“Abduction” means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

(a) “Financial abuse” of an elder or dependent adult occurs when a person or entity does any of the following:

(1) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(2) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(3) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.

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(b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

(c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.

(d) For purposes of this section, “representative” means a person or entity that is either of the following:

(1) A conservator, trustee, or other representative of the estate of an elder or dependent adult.

(2) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

(a) “Isolation” means any of the following:

(1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.

(2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.

(3) False imprisonment, as defined in Section 236 of the Penal Code.

(4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe

Welfare and Institutions Code § 15610.57

(a) “Neglect” means either of the following:

(1) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.

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(2) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

(b) Neglect includes, but is not limited to, all of the following:

(1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.

(2) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.

(3) Failure to protect from health and safety hazards.

(4) Failure to prevent malnutrition or dehydration.

(5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

Welfare and Institutions Code § 15610.63

15610.63. “Physical abuse” means any of the following:

(a) Assault, as defined in Section 240 of the Penal Code.

(b) Battery, as defined in Section 242 of the Penal Code.

(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.

(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.

(e) Sexual assault, that means any of the following:

(1) Sexual battery, as defined in Section 243.4 of the Penal Code.

(2) Rape, as defined in Section 261 of the Penal Code.

(3) Rape in concert, as described in Section 264.1 of the Penal Code.

(4) Spousal rape, as defined in Section 262 of the Penal Code.

(5) Incest, as defined in Section 285 of the Penal Code.

(6) Sodomy, as defined in Section 286 of the Penal Code.

(7) Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.

(8) Sexual penetration, as defined in Section 289 of the Penal Code.

(9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

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(1) For punishment.

(2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.

(3) For any purpose not authorized by the physician and surgeon.

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Discriminatory Harassment

317.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

317.2 POLICY

The Glendale Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. This commitment includes the protection of employees from such discrimination or harassment by the general public or other non-City individuals, when directed towards city employees during city work hours.

This policy also applies to employee non-work hour conduct during attendance at any activities, where such activities are either expressly or impliedly sanctioned, sponsored, organized or hosted by the City of Glendale or any of its Departments or Sections.

The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject an a member to discipline.

317.3 DEFINITIONS

Definitions related to this policy include:

317.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or

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off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

317.3.2 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

317.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

317.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

317.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

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Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to any of the following City officials:

- The Personnel Director
- The City Attorney
- The City Manager
- The Chief of Police
- The City Auditor
- Any other Department head
- Any member of the management team

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

317.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include, but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensuring that his/her subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or Personnel Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

317.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

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(a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

317.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Personnel Director, the City Manager, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

317.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

317.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

317.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

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Members who believe they have been discriminated against, harassed or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Personnel Director or the City Manager.

317.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

317.6 NOTIFICATION OF DISPOSITION

The investigation, evaluation and determination of all complaints under this policy shall be the sole responsibility of the Personnel Director and/or his/her designees. The determination by the Director and/or his/her designees of any complaint(s) alleging a violation of this policy shall be deemed a final adjudication of the merits of the complaint.

The Professional Standards Bureau shall direct written notification to the complaining party of the disposition of the complaint within 30 days of the disposition. This notice shall indicate the disposition, however, will not disclose the amount or type of discipline, if any, imposed.

When the finding of the investigation is anything but sustained, the Professional Standards Bureau Commander shall direct a memorandum to the accused member(s) advising them of the finding of the Chief of Police and the closure of the administrative investigation.

In complaints where the finding is sustained and the approved disciplinary action ranges from suspension without pay to termination, the Professional Standards Bureau Commander shall initiate the appropriate disciplinary documents and procedures in accordance with City of Glendale policy.

The member's Division Commander may initiate disciplinary action of a level below suspension.

317.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

317.7 WORKING CONDITIONS

The Administrative Services Division Commander or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other City employees who are similarly tasked (2 CCR 11034).

317.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form

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that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

317.8.1 STATE-REQUIRED TRAINING

The Training Manager should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

(a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.

(b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.

(c) All employees shall receive refresher training every two years thereafter.

317.8.2 TRAINING RECORDS

The Training Manager shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

317.9 REQUIRED POSTERS

The Department shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

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Child Abuse

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Glendale Police Department members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

318.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

318.2 POLICY

The Glendale Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

318.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

(a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or

(b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred should not be reported to the District Attorney (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code 11166.1; Penal Code 11166.2).

For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1);

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neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment as a peace officer.

318.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (Penal Code § 11166):

(a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.

(b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

318.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

318.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

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(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

318.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

318.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

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Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

(a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:

1. The child has an immediate need for medical care.
2. The child is in immediate danger of physical or sexual abuse.
3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

(b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:

1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
2. There is no lawful custodian available to take custody of the child.
3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
4. The child is an abducted child.

(c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

318.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

318.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

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Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

318.7 INTERVIEWS

318.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

318.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

318.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

318.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a

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medical examination, the notified supervisor should consider obtaining a court order for such an examination.

318.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

318.9.1 SUPERVISOR RESPONSIBILITIES

The Investigative Services Division supervisor should:

(a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigative Services Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

318.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify an Investigative Services Division supervisor so an interagency response can begin.

318.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

318.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

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318.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)
Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

318.10.3 CACI HEARING OFFICER
The Investigative Services Division supervisor will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person's name being submitted to CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

318.10.4 CACI HEARING PROCEDURES
The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

(a) Case reports including any supplemental reports

(b) Statements by investigators

(c) Statements from representatives of the District Attorney's Office

(d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

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318.10.5 CHILD DEATH REVIEW TEAM

This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

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Missing Persons

319.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

319.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

319.2 POLICY

The Glendale Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Glendale Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

319.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigative Services supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)

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- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

319.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

319.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call for service as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).

(e) Ensure that entries are made into the appropriate missing person networks as follows:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:

1. A photograph and a fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).

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3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

319.5.1 PROJECT LIFESAVER

Personnel assigned and trained in the use of the Project Lifesaver locator system will be responsible for responding when activated to help search and locate clients of the Project Lifesaver program. All equipment related to tracking clients will be located in the patrol vault for rapid deployment.

Members assigned to the maintenance checks of the client transmitters will do so within a 60 day time frame from the last maintenance check under the direction of the department coordinator.

The department coordinator is responsible for all issuance of equipment to clients, coordination of maintenance, database upkeep, monthly inspections of equipment, annual training of members on the use of equipment and completion of any after action reports required by the Project Lifesaver program.

Once alerted to a missing Project Lifesaver Program client, the following should be implemented:

(a) Project Lifesaver Program clients will be considered at risk individuals and the incident will be increased to a high priority response.

(b) The Communications Bureau will advise all officers that a client is missing and provide the client's information to officers in the field.

(c) One officer will be dispatched to retrieve the tracking equipment from the station for deployment. This equipment will be turned on and in tracking mode while responding to the client's last known location.

(d) Officers assigned to the call will respond to the last known location and handle incident as any other at risk missing person until the tracking equipment arrives on scene.

(e) Officers will conduct a coordinated search using all of the available equipment.

(f) Should the client not be located within the first 30 minutes, other resources should be explored and utilized to find the client like with any other at risk missing person.

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(g) Once located, medical aid should be considered and the person returned to their caregiver.

(h) The incident shall be appropriately documented as deemed by the field supervisor.

319.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

319.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Bureau.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

319.6.2 RECORDS BUREAU RESPONSIBILITIES

The receiving member shall:

(a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).

(b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).

(c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.

(d) Forward a copy of the report to the Investigative Services Division.

(e) Coordinate with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

319.7 INVESTIGATIVE SERVICES DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

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(a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).
2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update CLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 586).

319.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

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The Records Manager shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

(a) Notification is made to California DOJ.

(b) The missing person's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) Immediately notify the Attorney General's Office.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

319.8.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

319.9 CASE CLOSURE

The Investigative Services Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

(b) If the missing person is a resident of Glendale or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

319.10 TRAINING

Subject to available resources, the Training Manager should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

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(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

320.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

320.3 RESPONSIBILITIES

320.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Glendale Police Department should notify their supervisor, Watch Commander or Investigative Services Division Commander as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

320.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed and that the Public Information Officer is aware of any changes in the alert status

320.4 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

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320.4.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

(a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.

(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.

(c) The victim is in imminent danger of serious injury or death.

(d) There is information available that, if provided to the public, could assist in the child's safe recovery.

320.4.2 PROCEDURE FOR AMBER ALERT

The supervisor in charge will ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the child:

1. The child's identity, age and description
2. Photograph if available
3. The suspect's identity, age and description, if known
4. Pertinent vehicle description
5. Detail regarding location of incident, direction of travel, potential destinations, if known
6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
7. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).

(c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).

(e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).

(f) The following resources should be considered as circumstances dictate:

1. The local FBI office
2. National Center for Missing and Exploited Children (NCMEC)

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320.5 BLUE ALERTS

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

320.5.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

(a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.

(b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.

(c) A detailed description of the suspect's vehicle or license plate is available for broadcast.

(d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

320.5.2 PROCEDURE FOR BLUE ALERT

The supervisor in charge should ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the suspect:

1. The license number and/or any other available description or photograph of the vehicle
2. Photograph, description and/or identification of the suspect
3. The suspect's identity, age and description, if known
4. Detail regarding location of incident, direction of travel, potential destinations, if known
5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
6. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.

(c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) The following resources should be considered as circumstances dictate:

1. Entry into the California Law Enforcement Telecommunication System (CLETS)
2. The FBI local office

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320.6 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

320.6.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

(a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.

(b) The department has utilized all available local resources.

(c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.

(d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

320.6.2 PROCEDURE FOR SILVER ALERT

Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

320.7 MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate an AMBER Alert or Blue Alert will generate a high volume of telephone calls to the handling agency.

The Sheriff's Department Emergency Communications Bureau facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Investigative Services Division Supervisor elects to use the services of the Sheriff's Department, the following will apply:

(a) Notify the Sheriff's Department Watch Commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.

(b) In the press release, direct the public to the telephone number provided by the Sheriff's Department Watch Commander.

(c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to this department.

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Public Alerts

The Glendale Police Department shall assign a minimum of two detectives/officers to respond to the Sheriff's Department Emergency Communications Bureau to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the Emergency Communications Bureau.

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Mass Notification Alerts

321.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniformity and standards in using mass notification services for both community and internal notification.

321.2 POLICY

The Glendale Police Department has designated Communications personnel to utilize the Mass Notification System to rapidly disseminate time sensitive, priority communication to either the community or police personnel using telephone numbers, email addresses and/or text capable devices. Messages of a non-emergent nature may only be disseminated by personnel authorized by the Police Chief or as designated in this policy. This policy further defines those individuals who are responsible for determining the content of the message, city geographic region or police groups for distribution and mode(s) of delivery (i.e., voice, email or text).

321.3 DEFINITIONS

Community Outreach- a notification used in a situation regarding important quality-of-life issues. Examples include signal failures, street detours and street closures.

Interactive Survey-allows users to send a message with a question that recipients can respond to using their telephone keypad or email.

Inter- and Intra-Departmental Notification-a notification of City or police personnel for City/ Department organizational needs.

Priority Communication-a notification used in a situation that has an effect, or may have an effect, on a certain number of people involving immediate or pending threats to public safety or property, where immediate notification is needed. Examples include:

(a) Natural disasters or man made disasters such as earthquake, fire, flood, riot or biological or chemical incidents

(b) Incidents involving barricaded suspects, hostage taking or prisoner escapees

(c) Incidents where a timely notification may render the safe return of a missing child or at-risk adult.

321.4 NOTIFICATION AUTHORIZATION

Unless the incident is of an urgent nature a Glendale Police or City of Glendale Mass Notification Form is to be completed. The completed form is to be forwarded to Police Communications personnel in order to send out the message. The form must indicate an authorizing official based on one of the levels of notification as listed below.

Priority Communications-Time permitting, this message should be approved by a Division Commander or his/her deignee if the incident is a police related matter, e.g. a barricaded suspect.

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When urgent notification is warranted, the watch commander or Incident Commander has the authority to issue a mass notification message. If the incident is a city matter, e.g., a mass evacuation due to a natural disaster, this message should be approved by the City Manager or his/her designee. Communications personnel are trained on how to send out a mass notification message. It is the responsibility of the City Manager or his/her designee, Watch Commander or Incident Commander to:

(a) Develop the message content describing the incident conditions and any recommended actions to be taken by resident.

(b) Determine the geographic area for distribution

(c) Determine the mode(s) for distribution (voice, email, text), taking into consideration the time of day individuals are to receive the notification

(d) Send an updated message when the emergency or disruption is over if the original message directed residents to take action (such as mandatory evacuation or to avoid a specific area).

Community Outreach-This type of notification may be initiated by the Police Chief, City Manager or his/her designee. These are sent to provide the community with critical information regarding important or quality-of-life issues. When sending community outreach messages take into consideration the time of day, as these messages are delivered to the primary phone number and/or an available email address for each resident/business/group identified to receive the alert.

Interactive Surveys-These notices may be sent by designated and authorized personnel at the direction of or with the pre-authorization from the City Manager, Police Chief or his/her designee. Interactive Surveys are sent to the primary telephone number only. Examples of when the survey tool might be used include:

- Gathering information from community-based organizations and/or volunteers
- Gathering community or neighborhood preferences on a particular issue
- Community or citizen recommendations regarding a specific issue

Inter- and intra-Department Notification-All city employees are entered into the database with their home phone numbers, work phone numbers, City issued cell phone numbers and City email addresses. Personal email addresses and personal cell phone numbers may also be used for notification purposes if the employee chooses to supply this information. Any citywide employee message must be approved by the City Manager, HR Director or their designee. A message to employees of the police department must be approved by the Chief or a Divsion Commander. This service can be utilized for emergency or routine notifications based on operational needs.

321.5 ADDITIONAL NOTIFICATIONS

It is the responsibility of the individual, or his/her designee, who issued the public notification to ensure the Police Department's Public Information Officer as well as the City's Public Information

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Officer is made aware of any notification for follow-up media or public inquiries. Determination of the need for a related press release or other public announcement will be evaluated based on the type of event or incident.

321.6 RESTRICTIONS

The mass notification system to notify business and residents shall only be used for the intended purpose of providing information during emergencies or other quality of life issues or incidents. Any use for marketing, advertising, or other commercial purpose of any nature, is prohibited. The contact database is confidential and shall not be used as a substitute for investigative procedures to identify unlisted or unpublished phone numbers, or customer or subscriber names or addresses linked to such unlisted or unpublished telephone numbers.

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Victim and Witness Assistance

322.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

322.2 POLICY

The Glendale Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Glendale Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

322.3 CRIME VICTIM LIAISON

The Chief of Police shall appoint a member of the Department to serve as the crime victim liaison (2 CCR 649.36). The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Glendale Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

322.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts, e.g., Marsey's card, domestic violence pamphlet, etc. If the victim suffered an injury as a direct or proximate cause of that crime, the Victim's Compensation Program shall be explained to the individual and a Victim of Violent Crime form provided. If for any reason the investigating employee is unable to complete the above notifications or supply the required form(s) such fact shall be noted in the related case report and the notifications and/or mailing of the required forms should be completed by the assigned detective.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

322.4.1 VICTIMS OF HUMAN TRAFFICKING

Officers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim’s parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

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322.5 VICTIM INFORMATION

The Administrative Services Lieutenantr shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).

(d) An explanation that victims of sexual assault who seek a medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).

(e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(f) A clear explanation of relevant court orders and how they can be obtained.

(g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).

(h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(i) Notice regarding U Visa and T Visa application processes.

(j) Resources available for victims of identity theft.

(k) A place for the officer's name, badge number and any applicable case or incident number.

(l) The "Victims of Domestic Violence" card containing the names, phone numbers or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).

(m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.

(n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

322.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

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Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

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Hate Crimes

323.1 PURPOSE AND SCOPE

The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

323.1.1 DEFINITIONS

Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

(a) Disability

(b) Gender

(c) Nationality

(d) Race or ethnicity

(e) Religion

(f) Sexual orientation

(g) Association with a person or group with one or more of these actual or perceived characteristics

(h) Examples of hate crimes include, but are not limited to:

1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
2. Defacing a person’s property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

Victim - Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library or other victim or intended victim of the offense (Penal Code § 422.56).

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323.2 POLICY

The Glendale Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

323.2.1 CRITERIA FOR DETERMINING HATE CRIMES

Examples of hate crimes include, but are not limited to:

- Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
- Defacing a person's property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
- Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
- Vandalizing a place of worship (Penal Code § 594.3).

Guidelines for hate crime determination are as follows:

- The hate crime must involve a specific target, such as an individual, residence, house of worship, religious or ethnic organization, or business
- Graffiti must be racial, ethnic, religious, gender or sexual orientation biased in nature, such as swastika, KKK, Nazi, or other hate group symbols or slogans, or involve the use of epithets
- Bigotry must be the central motive for the attack, rather than economics, revenge, etc., as in other kinds of crime
- Any assault against a person, in the absence of other apparent motivation, when initiated for racial, ethnic, religious, or sexual orientation reasons, will be considered a hate crime
- Vandalism to a house of worship, or ethnic, religious, or Gay and Lesbian organization will be considered a hate crime in the absence of evidence of other motives
- Obscene or threatening phone calls, when containing racial, ethnic, religious or sexual orientation slurs, are considered hate crimes

Although the following are of concern because they may reflect inter group tension, they would be not considered hate crimes unless aimed at a specific target:

- Graffiti on freeway overpasses, public phone facilities, etc.
- Neo-Nazi or gang graffiti, even if accompanied by a swastika
- Interracial crimes, such as robbery, assault, or rape, which are motivated by factors other than race, ethnicity, religion, or sexual orientation
- Intra-group acts, regardless of graffiti; this includes gang graffiti and other gang acts

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- Name calling and epithets not accompanied by assault or other criminal act
- KKK, Nazi, or other hate crime rallies, leafleting, or recruiting drives, though reprehensible, are not hate crimes

Though an incident may not be classified as a hate crime, the legislature has charged law enforcement with preventing and preparing for likely hate crimes. As such, officers will be required to follow the policy as outlined in 338.4.6.

323.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

(a) Make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes and forming networks that address prevention and response.

(b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.

(c) Providing victim assistance and community follow-up as outlined below.

(d) Educating community and civic groups about hate crime laws.

(e) Establishing a community relations liaison to work with community organizations and leaders to coordinate public meetings, local group meetings and school assemblies on recognizing, preparing for and preventing hate crimes.

323.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once in-progress aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of suspects at the scene), the assigned officers should take all reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

1. Officers should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the officer once the offense is documented.

(e) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

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1. No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))
2. Statements of victims and witnesses should be audio or video recorded if practicable (see the Portable Audio/Video Recorders Policy).

(f) Depending on the situation, the assigned officers or supervisor may request additional assistance from detectives or other resources.

(g) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked as “Hate Crimes” and, absent prior approval of a supervisor, should be completed and submitted by the assigned officers before the end of the shift.

(h) The assigned officers will provide the victims of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned officers should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations.

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., Possible Temporary Restraining Order through the District Attorney or City Attorney Penal Code § 136.2 or Civil Code § 52.1 as indicated).

323.4.1 INVESTIGATIVE SERVICES DIVISION RESPONSIBILITY

If a hate crime case is assigned to the Investigative Services Division, the assigned detective will be responsible for:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victims and other involved individuals, as needed.

(c) Maintaining statistical data and tracking on suspected hate crimes as indicated for required reporting to the Attorney General (Penal Code § 13023). See the Records Bureau Policy.

(d) Make reasonable efforts to identify additional witnesses.

(e) Utilize available criminal intelligence systems as appropriate (see Criminal Organizations Policy).

(f) Provide the supervisor and the Public Information Officer (PIO) with information that can be responsibly reported to the media.

1. When appropriate, the PIO should reiterate that the hate crime will not be tolerated and will be taken seriously.

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323.4.2 WATCH COMMANDER NOTIFICATION

Officers and/or field supervisors shall notify the Watch Commander or Station Sergeant as soon as possible of the following information (if applicable):

(a) Any disturbance, physical violence, or destruction of property that is racially, religiously, ethically, gender biased or sexual orientation motivated

(b) The type of vandalism and the materials involved

(c) The exact time and location of the incident

(d) The type of neighborhood (racial, ethnic, and make-up, etc.)

(e) Whether arrests are imminent, or the names, addresses, dates of birth, sex, and race of any persons arrested

(f) Upon receiving this information, the Watch Commander, Station Sergeant or Field Supervisor will notify the Robbery Homicide detail supervisor and the PIO

(g) If the incident occurs on the weekend, the on call staff officer must also be notified

323.4.3 INVESTIGATIVE SERVICES DIVISION RESPONSIBILITY

Unless the incident requires specialized investigation (arson), the Robbery Homicide detail shall be responsible for conducting the criminal investigation of a hate crime. In the event that the hate related crime requires specialized investigation, personnel assigned to the appropriate criminal investigation detail shall be responsible for conducting the criminal investigation.

Investigative personnel shall, upon being directed by a commanding officer or a designate, respond to the scene of all incidents covered by this policy and shall (if applicable):

(a) Conduct a thorough, on-site investigation to determine what evidence is required to ensure a successful arrest and prosecution of the criminal offender(s)

(b) Ensure that all physical evidence is recorded, photographed, and gathered by designated personnel

(c) Generate appropriate supplemental crime reports

(d) When appropriate, maintain liaison with federal, state, and local agencies for intelligence information exchange. When appropriate, share relevant information with Department personnel so that they are aware of potential problems in the community and can function in a proactive manner

(e) Follow-up with the victim(s) to assure the individual(s) that the police are doing everything possible to apprehend the suspect(s)

(f) Maintain contact with the victims and other involved parties. Ensure they are informed of case clearance information

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(g) Conduct an investigation into all possible hate-motivated incidents to determine the motivation for the incident and report the facts of such incidents to the Chief of Police. Additionally, the supervisor or designee shall respond to the scene of any hate or bias incident whenever directed by the Chief of Police or, in the supervisor's opinion, the investigation warrants it

(h) Report the inquiry findings, as soon as practicable, to the Chief of Police and, where appropriate, make recommendations for further actions

(i) Maintain and catalog all criminal and non-criminal reports involving race, ethnicity, religion, or sexual orientation bias

(j) Keep the Chief of Police informed at all times concerning matters covered in this section

(k) Coordinate with the District Attorney's office

323.4.4 RESPONSIBILITIES OF THE OFFICE OF THE CHIEF OF POLICE-STAFF SERVICES

Once informed of a hate incident, theExecutive Officer, will gather information from the Watch Commander and the Robbery Homicide detail to determine if the investigators have classified the occurrence as a hate incident or hate crime. The XOO will also determine from investigators what level of assistance would be appropriate from City management.

The XO will advise the City PIO of the incident and make recommendations as to the level of response from City management.

The XO will advise and coordinate any planned community support activity with the Intelligence Unit.

The XO will maintain contact with community leaders concerning the progress of the investigation.

On a routine basis, the XO shall meet and work with community membersto assist, coordinate, and facilitate the efforts of those involved in preventing the recurrence of these types of hate crimes. The Glendale Police Department firmly believes that meetings with group representatives often provide positive mutual confidence, through which rumors can be quelled with factual information. This trust is crucial to preventing community unrest, which is often based on misinformation or lack of information. Immediate contact with community leaders is essential to maintaining order.

323.4.5 RECORDS RESPONSIBILITY

Records personnel shall be responsible for maintaining statistical data on suspected hate crimes and tracking as indicated and report such data to the Attorney General upon request pursuant to Penal Code § 13023.

323.4.6 DOCUMENTING NON-CRIMINAL HATE INCIDENTS

In all other reported incidents, not amounting to a hate crime, consideration should be given for documentation in a police report with a non-criminal classification. An additional copy of the report

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shall be forwarded to the Office of the Chief of Police. The same relevant information concerning the race, ethnic, religious, sexual orientation, etc. of persons involved must be included in the report. This information will be utilized for follow-up and appropriate referrals.

323.5 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should also include recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group.

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Standards of Conduct

324.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Glendale Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

324.2 POLICY

The continued employment or appointment of every member of the Glendale Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

324.2.1 KNOWLEDGE OF RULES AND REGULATIONS

Employees shall familiarize themselves with all written rules, regulations, directives, and procedures of the Department, Bureaus and/or Units to which they are assigned.

Employees who do not understand their duties or who encounter unusual circumstances shall consult with their immediate supervisors for direction.

324.2.2 VIOLATION OF RULES / CONFORMANCE TO LAWS

Employees of the Department shall not commit any acts or omissions, which constitute a violation of any rule, regulation, directive, policy, or order of the Department, whether stated in the Police Manual, Civil Service rules, Administrative Policy Manual or elsewhere.

Employees shall obey all laws of the United States and of any state and/or local jurisdiction, and shall obey all administrative regulations enacted pursuant to local, state, or federal law. Employees abroad shall also obey all laws of foreign countries. Employees may not engage in conduct in a foreign country, even if legal in said country, if such conduct would amount to a felony violation, sexual conduct violation or drug violation if committed in California.

324.2.3 NOTIFICATION REGARDING VIOLATION OF LAW / POLICE CONTACT

Employees shall immediately contact the on-duty Watch Commander when they become aware that they are an actual or a potential suspect in a criminal investigation. The exception to making said notifications would be if an employee were a suspect in a traffic infraction.

Employees shall immediately notify the on-duty Watch Commander of any personal involvement in an off-duty incident, which required a police response wherein potential violations of law were involved and/or the employee identified him/herself as a member of the Glendale Police Department and/or exercised any peace officer authority. Notification is not required under those

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circumstances where the officer is merely the reporting party and no further official police action was taken.

The Watch Commander or other employee receiving notification described in this section shall inform the appropriate Division Commander of said notification in an expeditious manner.

324.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

324.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

324.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

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(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

324.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

324.4.1 WRITTEN REPRIMANDS

In the event the disposition of an investigation results in a written reprimand, an employee may exercise the following:

- Submit a written response within thirty (30) calendar days of receipt of the written reprimand. Said response shall be attached to the written reprimand and entered in his/her personnel file; and/or
- Submit a written request within five (5) business days of receipt to the Chief of Police for an administrative appeal of the written reprimand. Absent a written stipulation to the contrary, the employee will be provided with a hearing before the Chief of Police or his/her designee within thirty (30) calendar days. The employee may have a representative of his/her choice present during the hearing. The decision of the Chief of Police or his/her designee to sustain, modify or dismiss the written reprimand shall be final and is not appealable.

324.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

324.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

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324.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Glendale Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

324.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity, genetic information or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

324.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

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324.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

324.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Glendale Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

324.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.

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324.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department -related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

    (a) While on department premises.

    (b) At any work site, while on-duty or while in uniform, or while using any department equipment or system.

    (c) Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

    (a) Unauthorized attendance while on-duty at official legislative or political sessions.

    (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

324.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

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enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

324.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty

(e) Unsafe or improper driving habits or actions in the course of employment or appointment.

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(f) Any personal action contributing to a preventable traffic collision.

(g) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

324.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

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Information Technology Use

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

325.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Glendale Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

325.2 POLICY

It is the policy of the Glendale Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

325.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

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The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

325.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member or others to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

325.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement unless a multi-license was purchased.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

325.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by the Division Commander..

325.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to

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department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

325.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

325.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by ISD standards..

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

325.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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Report Preparation

326.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Officers are cautioned that all elements of a crime need not be established in order for a report to be submitted.

326.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

326.1.2 RACE CLASSIFICATION FOR REPORTS

Race shall not be used in a police report to describe a victim unless the victim's race is pertinent to the investigation of a crime. Suspects, in the context of an investigation or arrest situation, shall be identified in the report using appropriate DOJ and/or department-approved classifications. If a suspect's race or ethnicity is known or a victim or witness offers race or ethnic descriptors, this information may be included in the narrative of the police report.

326.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

326.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

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(c) Non-Felony incidents involving threats or stalking behavior

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

For incidents not requiring a police report, field notes may be taken.

326.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Anytime an officer points a firearm at any person

(b) Any use of force against any person by a member of this department (see the Use of Force Policy)

(c) Any firearm discharge (see the Firearms Policy)

(d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)

(e) Any found property or found evidence

(f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)

(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

(h) All protective custody detentions

(i) Suspicious incidents that may place the public or others at risk

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

326.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

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(a) Sudden or accidental deaths.

(b) Suicides.

(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

326.2.4 INJURY OR DAMAGE BY CITY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

326.2.5 OFFICER-INVOLVED INCIDENTS
An officer who is victimized by a suspect shall document all relevant details in a police report unless he/she is incapacitated by an injury. If an officer is incapacitated, another officer shall be assigned to handle the investigation and write the report.

326.2.6 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose

(b) Attempted suicide

(c) The injury is major/serious, whereas death could result

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

326.2.7 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES
A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Bureau shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

326.2.8 ALTERNATE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.

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(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.

1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor vandalism with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.

(j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

Telephonic police reports may be taken if the incident is not in progress, there are no known suspects, the incident is not a violent felony and there will be no evidence lost.

326.2.9 COURTESY REPORTING

In the event the victim of a crime, which has occurred within another jurisdiction, contacts members of this department and requests that a police report be initiated, the seriousness of the crime shall be evaluated prior to action being taken. If the responsible agency is unable to respond to the victim's location, or referral of the victim to that agency would prove an unreasonable inconvenience or hardship, members shall advise the Watch Sergeant, who may direct that a courtesy report be taken.

326.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

326.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

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326.3.2 SUPERVISOR RESPONSIBILITY

Supervisors have the responsibility to ensure that department members generate appropriate documentation. If unsure, the member shall contact a supervisor for guidance.

Supervisors shall review each report from their Division/Unit for completeness, content, clarity, neatness, objectivity, spelling, grammar and the elements of applicable criminal codes.

Incident reports approved by supervisors shall be submitted to the Watch Sergeant or the Records Bureau for processing. Incident reports shall not be processed without supervisory approval of each original report and/or supplemental report. Approved reports shall be forwarded to the Records Bureau within in a timely manner.

326.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should promptly advise the reporting officer of any reason for rejection. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

326.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Bureau for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

Prior to the submission to the Records Bureau, a supervisor may make corrections to a report without the reporting officer's knowledge if the corrections are for grammatical or spelling errors only. When a supervisor "unapproves" a report, he/she must enter the reason for the changes in the comment field.

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Media Relations

327.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

327.2 RESPONSIBILITIES

The duties of the PIO are to provide liaison with the media and to coordinate and assist in the dissemination of Departmental information to the public. In the normal course of business, all inquiries from members of the media shall be referred to the PIO. Lieutenants, Captains, and the Chief of Police may, however, choose to address the media in specific instances or may designate other employees to act in that capacity for a particular incident. The PIO may also designate others to act in that capacity.

During major incidents, investigations and disasters, the PIO shall remain accessible to the media so that Department personnel can perform their tasks uninterrupted by members of the media requesting information. All personnel shall cooperate with the PIO in meeting the needs of the Department and the news media.

During periods outside the normal working hours of the PIO, the Patrol Watch Commander or Acting Watch Commander shall function in the capacity of PIO.

327.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the or the Watch Commander, Bureau Commander overseeing an incident, or appropriate supervisors in the Watch/Bureau Commander's absence. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor identified above or the designated department media representative;

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department;

(c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

327.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

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(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.

2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

(d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

327.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

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327.3.2 MEDIA ACCESS TO CRIME SCENES

Generally, the news media shall not be allowed into crime scenes. Reporters and/or photographers shall be kept sufficiently distant from a crime scene being searched or preserved to protect it from being disturbed and to prevent evidence from being destroyed or contaminated.

If police management makes a determination that admittance of the media to a crime scene is in the public interest and that evidence will not be disturbed, destroyed, or contaminated, authorized members of the media may be allowed into a crime scene only under direct escort. Department personnel shall not invite the media onto private property not open to the general public unless first obtaining permission from the owner/agent or person in control of said property.

327.3.3 MEDIA ACCESS TO TACTICAL OPERATIONS

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

Without supplying advance information, if news media personnel do arrive on the scene of a tactical operation the areas of tactical operations should be considered the same as crime scenes. Every effort should be made to allow the media access to the outer perimeter of such areas to the extent that such tactical operations are not jeopardized by media presence.

327.3.4 MEDIA ACCESS TO CUSTODY FACILITIES

The media has no special right to enter any Glendale Police Department Custody Facility. Requests for any Glendale Police Custody Facility to be the subject of a feature article shall be referred to the PIO. The PIO shall accommodate such requests only on approval of police management. Access to the custody facility, by the media, must be closely monitored, prisoners' privacy must be maintained; and facility security must not be compromised.

News media recording devices, such as video cameras, tape recorders or still cameras shall not be allowed inside any Glendale Police Department custody facility except by approval of police management.

327.3.5 MEDIA ACCESS TO PRISONERS IN CUSTODY

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody, should not be disclosed to the news media. Prisoners shall not be posed for news photos or video. Prisoners shall not be requested to make statements to the media. News media interviews shall not be granted for any pre-arraigned prisoner.

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News media interviews shall not be granted for any other agency's pre-sentenced prisoners in Glendale police custody. Exceptions to this policy shall be made only by police management upon receipt of written request for such interview from the respective agency. News media interviews shall not be granted for any prisoner in Glendale police custody who is suffering from mental disorders or undergoing court ordered psychiatric evaluation.

The PIO shall coordinate any requests by the media to interview prisoners in Glendale police custody. Prior to such interview, the PIO shall determine if the reporter has been placed on the prisoner's list of authorized visitors. The interview shall not be granted if the reporter is not listed as an authorized visitor of the prisoner to be interviewed. Upon confirming that the reporter is listed as an authorized visitor, the PIO shall complete a News Media Interview Record form. The PIO shall contact the affected prisoner in private and confirm the prisoner's request to be interviewed. The prisoner must sign the News Media Interview Record form and indicate acceptance or refusal of the interview. The prisoner shall not be removed from the custody facility for the interview. The interview shall be granted only on approval of police management when all conditions have been satisfied for media entry to Glendale Police Department custody facilities.

327.3.6 MEDIA INTERVIEW OF OFFICERS

No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

327.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain files of significant law enforcement activities that shall be made available, upon request, to media representatives through the Public Information Officer's Office. These files will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has

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been arrested for a serious felony and the release of such information has been approved by the PIOor [watchCommander] (Welfare and Institutions Code § 827.5).

Information concerning incidents involving certain sex crimes and other offenses set forth in Government Code § 6254(f) shall be restricted in accordance with applicable statutory provisions.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this file shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

327.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

(a) Confidential peace officer personnel information (See the Personnel Files Policy)

  1. The identities of officers involved in shootings or other major incidents may only be released to the media pursuant to consent of the involved officer or upon a formal request filed and processed in accordance with the Public Records Act.

(b) Copies of traffic collision reports (except to the involved parties and their authorized representatives) (Vehicle Code § 20012)

(c) Criminal history information

(d) The identity or personal identifying information of a juvenile arrestee or suspect (except by court order)

(e) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

(f) Information pertaining to pending litigation involving this department

(g) Information obtained in confidence

(h) Any information that is otherwise privileged or restricted under state or federal law. (Government Code § 6254(k)).

327.4.2 RELEASE OF MUG SHOTS

Booking photographs (mug shots) of persons arrested by the Glendale Police Department may be released to the media by authorization of the PIO or police management. Booking photographs shall be released only for the purpose of better informing the public regarding criminal activity, and/

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or to aid in the investigation of a crime, or the apprehension of a suspect. Mug shots of juveniles may not be released except upon order of the juvenile court.

327.4.3 RELEASE OF PERSONNEL DATA

Generally, peace officer personnel records and records of citizen complaints regarding peace officers are confidential. Requests for information concerning such data shall be directed to the Commander of the Professional Standards Bureau, the City Attorney's Office, or City Personnel.

Police employees' names shall routinely be released with other information concerning incident, crime, and arrest reports unless the safety of an employee is an issue. In these cases, employees' names shall be withheld, until the Chief of Police directs the release of such information.

In all cases of officer-involved shootings and fatalities, the names of the involved employees shall be withheld for at least 24 hours after the incident. At the conclusion of the 24-hour period, the PIO shall coordinate release of the employees' names with police management.

327.5 MEDIA ACCESS TO SCHOOL GROUNDS

Because Glendale police officers are stationed at some schools, they are occasionally called upon to intervene when members of the media come onto school campuses to gather news information. Generally, members of the media are exempt from registration per 627 PC. Legitimate media representatives may be on a school campus even without the permission of school authorities. The media does not have a right to disrupt school activities, however, and any disruptive activities may be prohibited. Police personnel shall respond appropriately to calls for assistance from school authorities. Police personnel shall not restrict credentialed members of the media from non-disruptive activities on a school campus.

327.6 NEWSWORTHY INCIDENTS

When a newsworthy incident occurs in the field, it shall be the responding field officer's responsibility to notify a supervisor of such occurrence. The supervisor shall obtain pertinent elements of the newsworthy incident and advise the Watch Commander. The Watch Commander shall determine if release of information regarding this incident is in the public interest and that of the Department. Depending upon the magnitude of such incident, the availability of personnel or other exigencies, the Watch Commander shall be responsible for advising the Command Staff Officer in Charge, the media, and/or PIO of the incident. If the Watch Commander issues a media notification regarding the incident, independently of the PIO, all media notifications shall be recorded in the Watch Commander's log.

The PIO shall compile and keep current a list of news agencies and wire services for use in Code 20 notifications. A copy of this list shall be maintained in the Field Services Division Watch Commander's office.

The PIO shall be advised of any news releases or media interviews originating anywhere in the Police Department. It shall be the responsibility of the person authorizing the release or interview to ensure that the PIO is notified. The notification may be made verbally when the PIO is on duty,

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by internal memorandum, or Commander's Log entry. The purpose of the notification is to ensure that consistent and accurate information is disseminated to the media.

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Subpoenas and Court Appearances

328.1 PURPOSE AND SCOPE

This procedure has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance.

328.2 COURT SUBPOENAS

Employees who receive subpoenas related to their employment with this department are subject to the provisions of this policy. Employees should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed, or properly notified. Employees are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

328.2.1 SERVICE OF SUBPOENA

Service of a subpoena requiring the appearance of any department employee in connection with a matter arising out of the employee's course and scope of official duties will be electronically delivered to the department's Electronic Subpoena System (E-Subpoena). When an employee opens his/her Police Department electronic mail (e-mail), he/she will receive an electronic subpoena notification. Once the notification has been opened, the employee shall log onto the Electronic Subpoena System in order to view (or print) the actual subpoena. This will constitute acknowledgement of service and receipt of the subpoena. Electronic subpoenas convey the same responsibilities as a personally served (paper) subpoena.

The E-Subpoena System will be managed by the Subpoena Control Officer. Executives, managers, and supervisors will also have access to the system and will be able to monitor the issuance and service of electronic subpoenas.

328.2.2 VALID SUBPOENAS

No subpoena shall be accepted for an employee of this department unless it has been properly served.

328.2.3 ACCEPTANCE OF SUBPOENA

Employees receiving electronic subpoenas are subject to the same responsibilities as with a personally served subpoena. The employee will be considered personally served via the department's Electronic Subpoena System and shall appear in court or be placed on-call for court, as directed by the subpoena. Employees subject to electronic subpoena service shall:

- Be required to have e-mail access;

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- Log on to the department's e-mail system to check for electronically sent subpoena notifications or subpoena cancellations during each work shift

- Notify the Subpoena Control Officerif the District Attorney's Office or City Attorney's Office makes direct notification of a change in the status of the court proceeding (e.g., placed on-call, excused, etc.) and provide either officer with the case number and the District Attorney's/City Attorney's name and contact information;

- Immediately notify the Subpoena Control Officer upon receiving a subpoena that was sent in error.

If for any reason, an employee is unable to access his/her e-mail and/or the department's Electronic Subpoena System during his/her work shift, the employee shall immediately contact his/her supervisor or the Subpoena Control Officerand ensure that he/she is served with the subpoena notification(s) that have been sent to their e-mail account

Except where previous arrangements with the issuing court exist, training, vacations and regularly scheduled days off are NOT valid reasons for refusing a subpoena or missing court. If, due to illness or injury, the employee is unable to appear in court as directed by a previously served subpoena or court order, he/she shall immediately, but no less than one hour before the appointed date and time, inform the court of his/her absence.

328.2.4 SUPERVISOR/MANAGER RESPONSIBILITIES
Supervisors and Managers shall ensure the following:

- That there are checking and acknowledging receipt of e-subpoenas;
- that Subpoena Controland/or the IT Department are notified of any system failures; and
- Ensure that new employees have access to their department e-mail accounts and the Electronic Subpoena System

328.2.5 SUBPEOENA CONTROL OFFICER RESPONSIBITIES

- Oversee the operations of the E-Subpoena System;
- Monitor the status of subpoenas in the E-Subpoena System throughout the workday to ensure that employees are opening them in a timely manner;
- Check the E-Subpoena System for employees who request assistance in accessing electronic subpoenas;
- Maintain employee subpoena records and ensure that all hard copy or hand-delivered subpoenas are entered into the E-Subpoena System and sent to the appropriate employee(s);

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- Ensure employees are notified of any changes in the status of a court proceeding (e.g., “Be in Court” changed to “On-Call” status);
- Contact the District Attorney’s Office, City Attorney’s Office, other prosecuting agencies, and defense attorneys when multiple officers are subpoenaed for the same case and attempt to obtain cancellation for employees who are not needed for the court proceeding;
- Ensure a subpoena sent to an employee in error is immediately resent to the correct employee;
- Notify an employee’s supervisor if the employee has not opened a “sent” subpoena within three working days; and
- Notify the District Attorney’s Office, City Attorney’s Office, other prosecuting agencies and defense attorneys as required by the court, when an employee cannot be served

328.2.6 COURT STANDBY

To facilitate court on-call agreements with the courts, employees are required to provide and maintain current information on their address and phone number with the Department.

If an employee on standby changes his/her location or method of contact during the day, the employee shall notify the subpoena control officer of how he/she can be reached. Employees are required to remain on-call each day the case is trailing. In a criminal case the Deputy District Attorney handling the case is the only person authorized to excuse an employee from standby status.

328.2.7 OFF-DUTY RELATED SUBPOENAS

Employees receiving valid subpoenas for actions taken off-duty not related to their employment with Glendale Police Department shall comply with the requirements of the subpoena. Employees receiving these subpoenas are not compensated for their appearance and arrangements for time off shall be coordinated through their immediate supervisor.

328.2.8 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions.

328.2.9 SUBPOENA CANCELLATIONS

If it is determined that an employee is not needed for a court proceeding and the employee can be canceled, the Subpoena Control Officer or Misdemeanor Filing Officer shall change the status of the Electronic Subpoena to “called off” and cause a notification to be sent to the employee via the E-Subpoena System. Subpoena cancellations will be delivered to employees in the same manner as electronic subpoenas.

- Employees are required to open and acknowledge electronic subpoena cancellations in the same manner as required by the original subpoena.

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- An employee opening and acknowledging the electronic subpoena cancellation constitutes service of the cancellation to that employee and supersedes the sent subpoena.

328.3 CIVIL SUBPOENAS

Law enforcement agencies and their employees may be civilly sued for a myriad of state or federal civil actions. Depending on the grounds alleged, employees, their supervisors, the Chief of Police, and/or the Department may be named in the civil complaint. If the actions are determined to be within the scope and course of employment, or if the City is named as a defendant, the Legal Division of the City will represent the defendants and oversee litigation activities.

The Department will compensate employees who appear in their official capacity on civil matters arising out of the employee's official duties as directed by the current Memorandum of Understanding. In such situations, the Department will also reimburse any officer for the actual, necessary and reasonable travel expenses.

The Department will receive reimbursement for the officer's compensation through the civil attorney of record who subpoenaed the officer.

328.3.1 PROCEDURE

To ensure that the officer is able to appear when required, that the officer is compensated for such appearance, and to protect the Department's right to reimbursement, officers shall follow the established procedures for the receipt of a civil subpoena.

328.3.2 CIVIL SUBPOENA ACCEPTANCE

Subpoenas shall not be accepted in a civil action in which the officer or Department is not a party without properly posted fees pursuant to Government Code § 68097.6.

If the Officer or City is a party to the lawsuit, the following shall apply:

(a) SERVICE OF THE COMPLAINT - When a plaintiff has initiated a lawsuit at either the Federal or State level, the plaintiff must serve a copy of the summons (demanding a court appearance by the defendant) and the complaint (detailing the allegations of the lawsuit) on the defendant. A summons listing the City of Glendale, as a defendant, must be served directly to the City Clerk's office. The service of other named defendants may be done personally, by substitute service (usually to a supervisor), or by mail.

1. PERSONAL SERVICE - is generally completed when the Department employee named on the summons is personally served by the process server and is advised of the nature of the service at that time. A Department employee need not accept service for it to be completed properly.

2. SUBSTITUTE SERVICE - When a Department employee is to be served with a summons and complaint, substitute service is the preferred means for

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processing. The process server shall be referred to the Professional Standards Bureau where a supervisor will accept substitute service of the summons. The supervisor shall ensure that a copy of the summons and complaint is provided for each employee served. If the service is being made during non-duty hours, the Watch Commander shall be called to accept the summons. The Watch Commander shall immediately send the summons and complaint to PSB for processing. When receiving the summons, the PSB supervisor or Watch Commander shall determine the identity and address of the process server.

3. SERVICE BY MAIL - The Department employee may receive a copy of a summons and complaint in the mail. A Notice and Acknowledgment of Receipt form accompanies the copies. The employee shall not sign this form but shall immediately forward all documents to the Professional Standards Bureau (within twenty-four hours or by the next business day).

A failure to respond to the summons within the specified time periods could result in the City and/or the employee defaulting on the lawsuit. This may allow the plaintiff to win a judgment against the City and/or the employee without further hearings. Therefore, a timely forwarding of the summons and complaint is necessary to protect all named parties.

Whether personally served with a summons, receiving one under substitute service, or receiving one by mail, the employee shall send all documents and information regarding the date, time, and method of service to the Professional Standards Bureau Commander within twenty-four hours or by the next business day.

The Professional Standards Bureau Commander shall be responsible for ensuring that the following actions are taken:

- Completing the Summons/Subpoena Service Notice form based on the information received from the accepting employee
- Forwarding a copy of the summons, complaint, and the Summons/Subpoena Service Notice to all named employees
- Creating a litigation file and placing a copy of the documents within that file
- Immediately forwarding a copy of the documents to the Legal Division

328.3.3 PARTY MUST DEPOSIT FUNDS

The party in the civil action that seeks to subpoena an officer must deposit the statutory fee of $275 (Government Code § 68097.2) for each appearance before such subpoena will be accepted. Parties seeking to have the officer make multiple appearances must make an additional deposit in advance. The statutory fee for non-sworn employees is $150 (Government Code 68096.1)

328.4 OVERTIME APPEARANCES

If the officer appeared on his/her off-duty time, he/she will be compensated in accordance with the current employee Memorandum of Understanding.

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328.5 COURTROOM PROTOCOL

Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed.

328.5.1 PREPARATION FOR TESTIMONY

Before the date of testifying, the subpoenaed officer shall request a copy of relevant reports and/or court documents and become familiar with their content in order to be prepared for court.

328.5.2 COURTROOM ATTIRE

Employees shall dress in uniform or business attire.

328.6 COURTHOUSE DECORUM

Employees shall observe all rules of the court in which they are appearing, refrain from smoking or chewing gum in the courtroom, and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

328.7 TESTIFYING AGAINST THE INTEREST OF THE PEOPLE OF THE STATE

Any member or employee who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying or providing information on behalf of or at the request of any party other than the People of the State of California, any county, any city, or any of their officers and employees in which any of those entities are parties, will notify their immediate supervisor without delay. The supervisor will then notify the Chief of Police, District Attorney's Office in criminal cases, County Counsel or City Attorney, as may be indicated by the case.

This includes, but is not limited to the following situations:

(a) Providing testimony or information for the defense in any criminal trial or proceeding, including letters of consideration on behalf of the defendant;

(b) Providing testimony or information for the plaintiff in a civil proceeding against any county, any city, or their officers and employees; or

(c) Providing testimony or information on behalf of or at the request of any party other than any County, city, or any county or city official in any administrative proceeding, including but not limited to personnel and/or disciplinary matter.

328.8 INFORMATION REGARDING A CITY INVOLVED INCIDENT

When a Department employee is approached by an attorney or an attorney's representative about an incident in which the City is involved, the employee shall not release any information without first contacting the Legal Division. This includes all City related incidents, regardless of whether or not a claim for damage or civil complaint has been filed.

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Reserve Officers

329.1 PURPOSE AND SCOPE

The Glendale Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels.

See attachment: Reserve Forces Manual rev2019.pdf

329.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Glendale Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

329.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment to the Police Reserve Unit, an applicant must have completed, or be in the process of completing, a POST approved basic academy or extended basic academy.

329.2.2 APPOINTMENT

Applicants who are selected for appointment to the Police Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

329.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

Each reserve officer shall receive, prior to the academy, a Sam/Sally Browne belt and all mandatory equipment that is located on the belt, including a temporarily provided handgun for up to one year. Upon successful completion of the academy, compensation toward personal uniform expenses are as follows:

(a) The sum of $600.00 shall be paid upon successful completion of a POST academy, (level I or II). This compensation will only be paid one time during the employee's career as a reserve officer.

(b) The sum of $600.00 shall be paid upon completion of each 800 hours of patrol time thereafter, to a maximum of $600.00 in any single calendar year.

(c) A sum not exceed to $400.00 shall be granted for the purchase of body armor after becoming a sworn reserve officer. This compensation will only be paid one time during the employee's career as a reserve officer.

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329.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS
Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Department of Human Resources prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

329.3 DUTIES OF RESERVE OFFICERS

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Field Services Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 32 hours per month while on training. After the completion of training, a minimum of 16 hours per month is required.

329.3.1 POLICY COMPLIANCE
Police reserve officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

In addition to this policy, there is a Reserve Forces Operations Manual which defines the Reserve Officer Program and establishes general operating policy. The provisions of the Reserve Forces Operations Manual are applicable to all members of the Reserve Officer Program and to those personnel who supervise, administer, or utilize the program. Refer to the Reserve Forces Operations Manual for the specific policies and procedures governing the program.

329.3.2 RESERVE OFFICER ASSIGNMENTS
All reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee.

329.3.3 RESERVE COORDINATOR
The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

(a) Assignment of reserve personnel

(b) Conducting reserve meetings

(c) Establishing and maintaining a reserve call-out roster

(d) Maintaining and ensuring performance evaluations are completed

(e) Monitoring individual reserve officer performance

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(f) Monitoring overall Reserve Program

(g) Maintaining liaison with other agency Reserve Coordinators

329.4 FIELD TRAINING

Level II Reserve Officers who have attained the POST Basic Academy Certificate and completed the POST certified Field Training Program for Level II Reserve Officers may work with a non-probationary full-time officer or with another Level I Reserve Officer.

Level I Reserve Officers who have graduated from a certified POST Level I Reserve Academy Training Course may work alone or with another Level I Reserve Officer.

The Glendale Police Department includes a department specific Level I-A status for Reserve Level I Reserve Police Officers. This merit rating is department specific and awarded on an individual basis to Reserve Officers that have demonstrated proficiency working as a solo officer. Refer to the Reserve Forces Operation Manuel for further clarification and descriptions.

A Level II Reserve Officer shall be assigned to work in the Field Services Division with a full-time officer that possesses a Basic POST Certificate. A Level II Reserve Police Officer is required by the department to complete the same Reserve Field Training program as a Level I Reserve Police Officer.

A Level III Reserve Officer is not permitted to work in the Field Services Division or any other assignment requiring general law enforcement.

Penal Code § 832.6 requires Level II reserve officers, who have not been released from the immediate supervision requirement per the Completion of the Formal Training Process subsection, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

329.4.1 TRAINING OFFICERS

Officers of this department, who demonstrate a desire and ability to train reserve officers, may train reserve officers, subject to supervisor approval.

329.4.2 PRIMARY TRAINING OFFICER

Upon completion of the academy, reserve officers will be assigned to a primary Field Training Officer (FTO). The FTO will be selected from members of the FTO Committee. The reserve officer will be assigned to work with his/her primary FTO during the 400 hours of training.

329.4.3 FIELD TRAINING MANUAL

Each new reserve officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Glendale Police Department. The reserve officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

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329.4.4 COMPLETION OF TRAINING
A Level II reserve officer having completed an approved course in POST certified training and having met the POST prescribed minimum standards for certification, may apply for appointment as a Level I reserve officer. The application shall be submitted directly to the Program Coordinator. Command Staff will then determine if the reserve officer may advance to the Level I academy.

329.5 SUPERVISION OF RESERVE OFFICERS

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer (Penal Code 832.6). The immediate supervision requirement shall also continue for reserve officers who have attained Level I status unless special authorization is received from the Reserve Coordinator with the approval of the Division Commander.

329.5.1 SPECIAL AUTHORIZATION REQUIREMENTS
Reserve officers certified as Level I may, with prior authorization of the Reserve Coordinator and on approval of the Division Commander, be relieved of the "immediate supervision" requirement. Level I reserve officers may function under the authority of Penal Code § 832.6(a)(1) only for the duration of the assignment or purpose for which the authorization was granted.

In the absence of the Reserve Coordinator or FSD Administrative Sergeant, the Watch Commander may assign a certified Level I reserve officer to function under the authority of Penal Code § 832.6(a)(1) for specific purposes and duration.

329.5.2 RESERVE OFFICER MEETINGS
All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

329.5.3 IDENTIFICATION OF RESERVE OFFICERS
All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

329.5.4 UNIFORM
Reserve officers shall conform to all uniform regulation and appearance standards of this department.

329.5.5 INVESTIGATIONS AND COMPLAINTS
If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Field Services Division Commander.

Reserve officers are considered at-will employees. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name.

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Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

329.5.6 RESERVE OFFICER EVALUATIONS
While in training reserves will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until all of the training phases have been completed. Reserves having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

329.6 FIREARMS REQUIREMENTS

Penal Code § 830.6(a)(1) designates a reserve officer as having peace officer powers during his/her assigned tour of duty, provided the reserve officer qualifies or falls within the provisions of Penal Code § 832.6.

329.6.1 CARRYING WEAPON ON DUTY
It is the policy of this department to allow Level 1 and Level 2 reserve officers to carry firearms only while on duty or to and from duty.

While on duty, a reserve police officer is allowed to carry a loaded firearm in either a concealed or non-concealed manner, depending on the assignment.

329.6.2 CONCEALED FIREARMS PROHIBITED
No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid CCW permit. An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to departmental standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a departmental armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall have demonstrated his/her proficiency with said weapon.

When a reserve officer has satisfactorily completed all three phases of training (as outlined in the Field Training section), he/she may be issued a permit to carry a concealed weapon. The decision to issue a concealed weapon permit will be made by the Chief of Police with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon permit a reserve officer's qualification will be individually judged. A reserve officer's dedication to the program and demonstrated maturity, among other factors, will be considered before a concealed weapon permit will be issued. Once issued, the concealed weapon permit will be valid only for as long as the reserve officer remains in good standing as a Reserve Officer with the Glendale Police Department.

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329.6.3 RESERVE OFFICER FIREARM TRAINING

All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all areas of the Firearms Policy in regards to training and qualification.

329.7 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL

The Reserve Coordinator shall assist the supervisor in charge by ensuring the response of personnel and aiding with their deployment.

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Mutual Aid and Outside Agency Assistance

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to officers in the request of or answering the request for assistance involving another law enforcement agency.

The City of Glendale is an active participant in the State of California's Mutual Aid network. Glendale is assigned within Los Angeles County Region I, Operational Area C and is grouped with the cities of Alhambra, Burbank, Monterey Park, Pasadena, San Gabriel, San Fernando and South Pasadena. The City of Pasadena is the coordinating agency for Area C.

For detailed procedures, including required forms, see the Glendale Police Department Mutual Aid Manual.

330.2 DEFINITIONS

There are three types of mutual aid:

- Inter-agency Mutual Aid
- Tactical Alert
- Full Tactical Mobilization

An inter-agency mutual aid request is a request from a neighboring Area-C agency for officers for a short period of time to augment the requesting agency's regular field deployment, e.g., perimeter control at a crime scene. In this case agencies can be contacted directly.

A tactical alert is an unplanned event where the hosting agency is in need of resources and the event has an extended time commitment, e.g. wild fires, civil unrest, mass casualty event.

A full tactical mobilization is a planned event where the hosting agency has completed an operational plan that includes and Area-C response before the actual event, e.g. a planned demonstration, Rose Parade.

330.3 RESOURCE STAFFING

In an inter-agency mutual aid request a specific number of resources will be requested. Attempts will be made to accommodate the request.

In a tactical alert each Area-C agency has committed to sending fifty percent of their on duty uniformed personnel in addition to a supervisor. The requesting agency will notify the Pasadena Police Department, who will make the notification.

In a full tactical mobilization, the hosting agency shall send out a JDIC advisory putting the Area-C agencies on notice. This will be followed up by phone calls with each area-C agency and the Sheriff's Emergency Operations Bureau. The Glendale Police Department shall supply 14 officers and a supervisor in a full tactical mobilization.

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330.4 REQUESTING RESOURCES

In the event of a major occurrence necessitating the immediate response of additional resources, the Watch Commander may request mutual aid under the Area C Mutual Aid Agreement or from any other agencies desired. The Watch Commander shall maintain an accurate list of Area C agencies who have agreed to provide up to one-half of their regular patrol deployment and a supervisor in an emergency mutual aid situation. The Watch Commander shall cause notification to be made to the selected mutual aid agency or Area C lead agency (Pasadena Police) by contacting that agency's on-duty watch commander, describing the nature of the aid requested and providing a staging location for mutual aid response.

The resources of other police agencies shall not be requested within the boundaries of this agency's jurisdiction without the express consent of the Watch Sergeant, Watch Commander, or staff level officer.

The Watch Commander shall notify the appropriate command staff officer as soon as possible following a decision to request a significant degree of mutual aid. Request for a mutual aid canine, helicopter or other limited resources do not require staff notification.

It is the policy of this Police Department to notify the appropriate police agency, when practical, when investigations or operations lead into another jurisdiction. If necessary, assistance may be sought from the jurisdiction where the investigation or operation is being conducted.

330.5 SUPERVISORY RESPONSIBILITY

Every supervisor is responsible for understanding the Area C mutual aid protocols as outlined in the Police Department's Mutual Aid Manual.

Copies of the Mutual Aid Manual are kept in the following offices:

- Watch Sergeant
- Watch Commander
- Communications Manager
- Professional Standards Bureau Lieutenant
- Field Services- Administrative Operations Sergeant

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Registered Offender Information

331.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Glendale Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

331.2 POLICY

It is the policy of the Glendale Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

331.3 REGISTRATION

The Investigative Services Division supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

331.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph and any other information required by applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

331.4 MONITORING OF REGISTERED OFFENDERS

The Investigative Services Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

(b) Review of information on the California DOJ website for sex offenders.

(c) Contact with a registrant's parole or probation officer.

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Any discrepancies should be reported to the California DOJ.

The Investigative Services Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Glendale Police Department personnel, including timely updates regarding new or relocated registrants.

331.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Glendale Police Department's website. Information on sex registrants placed on the Glendale Police Department's website shall comply with the requirements of Penal Code § 290.46.

The Records Manager may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1; Health and Safety Code § 11594), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

331.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

(a) The offender's full name

(b) The offender's known aliases

(c) The offender's sex

(d) The offender's race

(e) The offender's physical description

(f) The offender's photograph

(g) The offender's date of birth

(h) Crimes resulting in the registration of the offender under Penal Code § 290

(i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

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331.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

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Recall of Resources and Staff Notification

332.1 PURPOSE AND SCOPE

It is the policy of the Glendale Police Department to request and/or recall those resources necessary and appropriate for the delivery and support of law enforcement services to the community. The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of significant events should be made.

332.2 POLICY

The Glendale Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

332.3 WATCH COMMANDER NOTIFICATION

Regardless of day or hour, any occurrence warranting investigative personnel, the media relations representatives, or the assignment of resources outside the prevailing deployment of patrol personnel, are to be brought to the immediate attention of the on-duty Watch Commander.

The Watch Commander will determine a course of action within the scope and spirit of these policies and procedures and will notify, request, recall and direct personnel accordingly.

332.4 RESOURCE REQUEST AND NOTIFICATIONS-NORMAL BUSINESS HOURS

During normal business hours, the Watch Commander or Watch Sergeant may cause notification to appropriate bureau, unit and/or staff personnel concerning an incident requiring immediate investigative follow-up.

Communications personnel receiving requests from field personnel for investigative or special emergency response resources, such as an explosives unit, will notify the Watch Sergeant. The Watch Sergeant will handle the request.

Routine requests for services such as forensic (crime lab) or paramedic services, are handled by the Communications Center.

332.5 RECALL OF INVESTIGATORS FROM STANDBY ASSIGNMENT

The Violent Crimes Bureau shall designate two on-call investigators for weekends and holidays. In the event of an incident necessitating an immediate follow-up investigation exceeding the scope of patrol field operations, the Watch Commander may affect the recall of on-call investigators. Should needed resources consist of personnel other than the on-call team, the Watch Commander will notify the bureau commander/supervisor of the work unit whose response is necessitated.

The on-call staff duty officer will be notified as soon as practicable when investigators are recalled.

In the absence of a Watch Commander, the Watch Sergeant is responsible for recalling investigators and making the appropriate notifications.

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332.6 WEEKEND AND EVENING INVESTIGATOR RECALL

Outside normal business hours, and excepting weekends and holidays when on-call personnel are designated, the Watch Commander or Watch Sergeant will notify the Investigative Services Commander or appropriate supervisor of the work unit whose response is necessitated.

In the absence of the Investigative Services Commander, the Division Commander of the appropriate work unit will be notified. In the event of the appropriate division or bureau commanders are unavailable, the Field Services Division Commander shall be notified and may authorize a recall.

332.7 FIELD SERVICES DIVISION COMMANDER NOTIFICATION

The Field Services Commander shall be notified when the nature and magnitude of the event warrants such notification. Incidents that would warrant notification include, but are not limited to:

- serious injury to an employee
- officer involved shootings
- incidents potentially bringing rise to significant civil exposure
- officer involved traffic collisions with injuries
- patrol incidents resulting in considerable media attention
- allegations of officer misconduct compelling immediate attention

332.8 NOTIFICATION OF INVESTIGATIVE SERVICES SUPERVISORS AND COMMANDERS

Investigative Services Division personnel who receive a request for recall or assistance from another division or unit are responsible for making the appropriate notifications within the Investigative Services Division.

332.9 FORENSIC SERVICES

The Watch Commander or Watch Sergeant may recall Forensic Services resources as necessary to process crime scenes and evidence necessitating immediate attention. Watch Commanders shall assess each situation in which an after-hours request for forensic services is made, and the recall of Forensic Service personnel should only occur when delays in processing a crime scene would clearly jeopardize a significant criminal investigation.

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Death Investigation

333.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

333.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor shall be notified in all death investigations.

333.2.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).

(b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.

(c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.

(d) Known or suspected homicide.

(e) Known or suspected suicide.

(f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.

(g) Related to or following known or suspected self-induced or criminal abortion.

(h) Associated with a known or alleged rape or crime against nature.

(i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.

(j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.

(k) Accidental poisoning (food, chemical, drug, therapeutic agents).

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(l) Occupational diseases or occupational hazards.

(m) Known or suspected contagious disease and constituting a public hazard.

(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.

(o) In prison or while under sentence. Includes all in-custody and police involved deaths.

(p) All deaths of unidentified persons.

(q) All deaths of state hospital patients.

(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.

(s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

333.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

333.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

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333.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

333.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

333.2.6 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Watch Commander shall notify the Homicide unit to determine the possible need for a detective to respond to the scene for further immediate investigation.

During weekday non-business hours, the Violent Crimes Bureau Commander shall be notified of the circumstances and the need for investigative personnel. The Bureau Commander shall then assign off-duty investigative personnel to the investigation.

During the weekend, the Watch Commander shall contact the standby investigators after obtaining the approval of the on-call Staff Officer and contacting the Violent Crimes Bureau Commander.

333.2.7 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)).

333.2.8 PROPERTY

Upon arrival of the Coroner, the investigating officer may request that the Coroner refrain from willfully disturbing the body or related evidence until the crime scene is completed.

The Coroner may take charge of all personal effects, valuables, and the property of the deceased. The primary officer or the Investigating Officer shall obtain an itemized receipt from the Coroner's Deputy for all property removed from the scene by the Deputy. This receipt shall be attached to the report completed by the officer.

(a) SUICIDE NOTES: The original suicide note may accompany the body to the Coroner's Office. If investigative personnel desire a copy, it should be obtained from the Coroner's Office. If the original note is desired for Forensic Services study, authorized personnel may obtain it from the Coroner's office. To ensure that suicide notes are in fact the authentic writing and signature of the deceased, investigating officers will attempt to obtain an exemplar for comparison, which will accompany the suicide note and the deceased.

(b) POISONS AND DRUGS: All poisons and drugs (and their containers) suspected of being connected with a suicide shall accompany the body to the Coroner.

(c) FIREARMS: Generally, the Coroner's Office will take custody of a firearm used in a suicide or homicide if the weapon is present with the decedent. However, in certain

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circumstances the investigating officer may retain all firearms suspected of being used in the commission of a suicide or homicide.

(d) PERSONAL PROPERTY OF THE DECEASED: Property or evidence related to the investigation and for any subsequent prosecution in a criminal death may be held by this Department.

The Investigating Officer shall ensure coordination with the Coroner's Office concerning retention of crime scene evidence.

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Identity Theft

334.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

334.2 REPORTING

(a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) The reporting officer should inform victims of criminal identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

(f) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

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Private Persons Arrests

335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

335.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

335.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

335.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

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1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking
2. Release the individual pursuant to a Notice to Appear
3. Release the individual pursuant to Penal Code § 849

335.5 REPORTING REQUIREMENTS

In most circumstances in which a private person is claiming to have made an arrest, the individual should complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form, P-996, (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

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Anti-Reproductive Rights Crimes Reporting

336.1 PURPOSE AND SCOPE

This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

336.2 DEFINITIONS

Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

(a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant

(b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant

(c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility

336.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

(a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the Assaults/ Special Offense detail to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.

(b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Records Bureau Administrator.

(c) By the tenth day of each month, it shall be the responsibility of the Records Bureau Administrator to ensure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.

1. In the event that no ARRC(s) were reported during the previous month, a Summary Worksheet shall be submitted to Department of Justice with an indication that no such crimes were reported.

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2. Any ARRC(s) reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s)

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Limited English Proficiency Services

337.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Glendale Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

337.2 POLICY

It is the policy of the Glendale Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

337.3 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law

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enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

337.4 TYPES OF LEP ASSISTANCE AVAILABLE

Glendale Police members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

337.5 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

337.6 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

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When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

337.7 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

337.7.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

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337.7.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

337.8 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

337.9 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Glendale Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

337.9.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Communications Bureau, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

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Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

337.10 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

337.11 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

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337.12 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

337.13 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

337.14 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

337.15 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

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Communications with Persons with Disabilities

338.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

338.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

338.2 POLICY

It is the policy of the Glendale Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

338.3 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members

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should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

338.4 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Glendale Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

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338.5 TYPES OF ASSISTANCE AVAILABLE

Glendale Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

338.6 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

338.7 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

338.8 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

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338.9 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

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Mandatory Employer Notification

339.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

339.2 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Chief of Police or his/her designee is required to report the arrest as follows.

339.2.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

339.2.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

339.2.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

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339.2.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

339.3 POLICY

The Glendale Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

339.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

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Biological Samples

340.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

340.2 POLICY

The Glendale Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

340.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.

(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.

(c) An adult arrested or charged with any felony.

(d) A person, including a juvenile, arrested on a felony warrant.

(e) A person has a court order for DNA collection

340.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

340.4.1 COLLECTION

The collection of DNA samples is part of the booking process. Custody Officers shall:

- Ensure that all arrestees are properly booked and identified via LIVESCAN
- Determine if a booked arrestee is required to provide a DNA sample
- Initiate an inquiry of the CCHRS database and the DNA Tracking Database (DOTS) to determine if the DNA sample has been previously collected
- If a DNA sample has not been previously collected, or if it cannot be determined that a DNA sample has been previously collected, Custody Officers shall collect a DNA sample

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340.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

If a court order is obtained and the individual refuses to comply with the voluntary submission of DNA he/she will be transported to the Los Angeles County Jail to undergo the withdrawal of blood for DNA purposes. Prior to transportation to the Intake Reception Center (IRC), written authorization of a supervisor must be obtained. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused. Once at the IRC, a police officer will be required to assist deputies with the forced blood process. A charge of 298.1 will be incorporated into the arrestee's arrest report for filing consideration.

340.5.1 CELL EXTRACTIONS

If the use of force includes a cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the Department for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).

340.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

340.6.1 DOCUMENTATION RELATED TO FORCE

The Jail Supervior shall prepare prior written authorization for the use of any force (15 CCR § 1059). The written authorization shall include information that the subject was asked to provide the requisite specimen, sample or impression and refused, as well as the related court order authorizing the force.

340.6.2 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

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The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

340.6.3 LITIGATION

The Chief of Police or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

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Chaplains

341.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Glendale Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

341.2 POLICY

The Glendale Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

341.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.

(b) Managing their households, families and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful counseling experience.

(f) Possession of a valid driver license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

341.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Glendale Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

341.4.1 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Chief of Police and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

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(e) Successfully complete an eight hour course of training, which includes but is not limited to, exposing the candidate to the law enforcement environment as well as the protocols of the position.

(f) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

341.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Glendale Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Glendale Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains should conform to all uniform regulations and appearance standards specified below.

(a) While serving in a capacity where a member of the Chaplain Program will be in public view, he/she will wear appropriate business attire. A member of the Chaplain Program will also wear a jacket clearly identifying him/herself as a police chaplain. In field situations, chaplains and chaplain assistants may wear casual business attire. Chaplains and chaplain assistants will also wear a jacket clearly identifying him/her as a police chaplain. Wearing a clerical collar is permissible and may be worn at the discretion of the chaplain or chaplain assistant.

(b) While serving in a capacity where a member of the Chaplain Program will be in public view, jeans, t-shirts and sweat shorts will not be worn except during times of an emergency when such apparel might be appropriate.

(c) Members of the Chaplain Program shall groom themselves in a manner consistent with the standards for all professional staff as described in the Uniform Regulations Policy.

341.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Support Services Division Commander or the authorized designee.

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The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain callout roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

341.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Field Services Division . Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person’s intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Glendale Police Department.

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341.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

341.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be on-call at all times with exception of personal leave.

(b) Generally, each chaplain will serve with Glendale Police Department personnel a minimum of eight hours per month.

(c) At the end of each month the chaplain will complete a log and submit it to the Chief of Police or the authorized designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe Glendale Police Department operations, provided the Watch Commander has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(h) Chaplains shall serve only within the jurisdiction of the Glendale Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

341.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

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341.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in the diffusion of a conflict or incident, when requested.

(b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Willingness to train others to enhance the effectiveness of the Department.

341.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing liaison with various civic, business and religious organizations.

(d) Promptly facilitating requests for representatives or leaders of various denominations.

(e) Assisting the community in any other function as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

341.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

341.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Glendale Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

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No chaplain shall provide counsel to or receive confidential communications from any Glendale Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

341.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Manager, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

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Public Safety Video Security System

342.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video security, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video security systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

342.2 POLICY

The Glendale Police Department operates a public safety video security system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video security in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

342.3 OPERATIONAL GUIDELINES

Only department-approved video security equipment shall be utilized. Members authorized to monitor video security equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video security technology and should consult with and be guided by legal counsel as necessary in making such determinations.

342.3.1 PLACEMENT AND MONITORING

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video security system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

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Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images can be transmitted to a variety of different locations for members to view.. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or designee is authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

342.3.2 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video security system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

342.4 VIDEO SUPERVISION

Supervisors should monitor video security access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

342.4.1 PROHIBITED ACTIVITY

Public safety video security systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public video security equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video security equipment shall not be used to harass, intimidate or discriminate against any individual or group.

342.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video security technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Council. If recordings are evidence in any claim filed

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or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

342.5.1 EVIDENTIARY INTEGRITY
All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

342.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video security equipment are for the official use of the Glendale Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records or at the discretion of the Chief of Police or authorized designee.

Requests for recorded images from other law enforcement agencies shall be referred to the Discovery Unit for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

342.7 VIDEO SECURITY AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video security system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

342.8 TRAINING

All department members authorized to operate or access public video security systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures,

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including this policy. Training should also address state and federal law related to the use of video security equipment and privacy.

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Child and Dependent Adult Safety

343.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

343.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Glendale Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

343.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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343.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

  1. Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

  2. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(c) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.

(d) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

343.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

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343.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. How, where and with whom or which agency the child was placed

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

343.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

343.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should consider contacting the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

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Service Animals

344.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

344.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

344.2 POLICY

It is the policy of the Glendale Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

344.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with

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schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

344.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Glendale Police Department affords to all members of the public (28 CFR 35.136).

344.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

344.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

344.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

344.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service

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animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteer Program

345.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

345.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

345.2 VOLUNTEER MANAGEMENT

345.2.1 VOLUNTEER COORDINATOR

The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

(a) Recruiting, selecting and training qualified volunteers for various positions.

(b) Facilitating the implementation of new volunteer activities and assignments.

(c) Maintaining records for each volunteer.

(d) Tracking and evaluating the contribution of volunteers.

(e) Outlining expectations, policies and responsibilities for all volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completion and dissemination as appropriate of all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Administering discipline when warranted.

(j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

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345.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

345.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the California Criminal Information Index.

(b) Employment

(c) References

(d) Credit check

A polygraph exam may be required of each applicant depending on the type of assignment.

345.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

345.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

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Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

345.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

345.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

345.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be

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responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

345.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

345.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

345.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

(a) A driving safety briefing and department approved driver safety course.

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(b) Verification that the volunteer possesses a valid California Driver License.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

345.5.2 RADIO AND LAPTOP COMPUTER USAGE

Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or computer and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

345.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

345.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

345.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

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Off-Duty Law Enforcement Actions

346.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Glendale Police Department with respect to taking law enforcement action while off-duty.

346.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

346.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

346.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

(c) The lack of equipment, such as handcuffs, OC or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

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(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

346.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Glendale Police Department officer until acknowledged. Official identification should also be displayed.

346.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

346.4.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

346.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

346.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

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Gun Violence Restraining Orders

348.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders.

348.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

348.2 POLICY

It is the policy of the Glendale Police Department to petition and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

348.3 GUN VIOLENCE RESTRAINING ORDERS

An officer who reasonably believes a person is a present danger to him/herself or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from his/her supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may orally request an order, and then prepare and sign a declaration under penalty of perjury that recites the oral statements provided to the judicial officer and memorialize the order of the court on the appropriate Judicial Council form (Penal Code § 18140).

348.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

An officer serving any gun violence restraining order shall:

(a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).

(b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).

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(c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).

(d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).

(e) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).

(f) As soon as practicable, but by the end of his/her shift, submit proof of service to the Records Manager for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

348.4.1 SERVICE OF ORAL GUN VIOLENCE RESTRAINING ORDERS

If a gun violence restraining order is obtained orally, the officer shall (Penal Code § 18140):

(a) Serve the order on the restrained person in the manner outlined above, if the restrained person can reasonably be located.

(b) File a copy of the order with the court as soon as practicable after issuance.

(c) Ensure the order is provided to the Records Bureau for entry into the computer database system for protective and restraining orders maintained by the Department of Justice.

348.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

(a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.

(b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:

1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.

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2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.

(c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

348.6 RECORDS MANAGER RESPONSIBILITIES

The Records Manager is responsible for ensuring:

(a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).

(b) Oral orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

(c) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

348.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

(a) Record the individual's name, address and telephone number.

(b) Record the serial number of the firearm.

(c) Prepare an incident report and property report.

(d) Provide a property receipt to the individual who surrendered the firearms and ammunition.

(e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

348.8 RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

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Native American Graves Protection and Repatriation

349.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

349.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

349.2 POLICY

It is the policy of the Glendale Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

349.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land/Private land - Coroner, when appropriate (Health and Safety Code § 7050.5)
- Tribal land - Responsible Indian tribal official

349.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Chapter 4 - Patrol Operations

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Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.1.1 FUNCTION

The Patrol Bureau is responsible for providing 24 hour per day law enforcement services for the City of Glendale. Duties of the Patrol Bureau include, but are not limited to:

- The protection of life and property
- Responding to calls for service in a timely and professional manner
- Conducting/documenting preliminary criminal and specific non-criminal investigations
- The proactive suppression of criminal activity through the active pursuit, apprehension, and prosecution of criminal offenders
- Traffic enforcement and secondary responsibility for conducting traffic accident investigations
- Providing assistance during major emergencies or disasters

400.1.2 TERRORISM

It is the goal of the Glendale Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Investigative Services Division Supervisor in a timely fashion.

400.2 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights

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of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members and affirms the Glendale Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

401.2 POLICY

The Glendale Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

(a) In compiling personal information about a person’s religious belief, practice, affiliation, national origin or ethnicity.

(b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

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401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REPORTING OF STOPS (THIS SUBSECTION WILL COMMENCE ON JANUARY, 1 2022)

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Glendale Police Department is the primary agency, the Glendale Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

401.5 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Professional Standards Bureau.

(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

(b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Internal Affairs Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the PSB Lieutenant for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020).

Supervisors should ensure that data stop reports are provided to the Records Manager for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy). (This portion of 401.6 will commence on January, 1 2022).

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Automated External Defibrillator (AED)

402.1 PURPOSE AND SCOPE

Medical research has shown that persons who suffer cardiac arrest have a greater potential for survival with early first responder defibrillation and cardio-pulmonary resuscitation (CPR). The purpose of the policy is to establish procedures and guidelines for the safe and effective use of Automatic External Defibrillators (AED).

402.2 TRAINING

All sworn patrol officers and sergeants shall be provided AED certification by either American Heart Association or American Red Cross Instructors. Certified AED operators must demonstrate "skills proficiency and continued competency" every two years in order to maintain their AED certification.

The Professional Standards Bureau shall ensure that each new patrol officer receives AED certification training prior to completion of the Field Training Program. The Professional Standards Bureau is responsible for maintaining records of all initial AED training, recurrent AED training and AED competency testing.

402.3 OPERATIONAL READINESS

AEDs will be assigned to and stored in up to 25 patrol units as well as the SWAT equipment truck. Additionally, AEDs will be placed in a dedicated AED cabinet on each floor of the Glendale Police Department Main Station and one AED unit will be placed within the Glendale Jail. Only AEDs granted acceptance by the Federal Drug Administration and approved for use by the Los Angeles County Medical Services Agency may be used.

All certified AED operators utilizing a patrol car containing an AED unit shall check the day-to-day operational readiness of the individual AED unit during their vehicle inspection. The following items will be checked prior to taking the AED into the field for use and recorded on the "Vehicle Inspection Record":

- The carrying case is intact
- The unit is operational

An AED found to be non-operational, or missing equipment shall be returned to the Patrol Arms Locker and a replacement obtained, if available. A memo will be affixed to the exterior of the inoperative AED case stating the date, nature of problem, and reporting officer's name.

402.4 USE OF THE AED

Securing a safe scene remains the number one priority of law enforcement. Use of the AED is secondary to overall scene safety and is prioritized at the same level as injured or ill victim care. Prior to deploying the AED the handling officer must first ensure the scene is secure and free of hazards to safety personnel and nearby members of the public. The officer's assessment should include, but not be limited to:

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- Presence of any outstanding criminal suspects
- Containment of the scene
- Traffic hazards
- Electrical hazards
- Fire or chemical hazards
- Wet environmental hazard

Once the scene is safe, personnel deploying the AED must determine if the victim is a candidate for application of the AED:

(a) Determine if the victim is unconscious.

(b) If the victim is unconscious, ensure that paramedics have been requested.

(c) Check the victim's airway, breathing and circulation.

(d) If the victim is unconcious, not breathing and has no pulse, deploy the AED.

Personnel should continue to operate the AED and perform CPR until paramedics arrive and assume responsibility for the victim's care.

402.5 REPORTING USE OF THE AED

After an AED has been used the operator is responsible for completing the following tasks:

- Take the AED out-of-service and place in the Patrol Arms Locker.
- Place a copy of the Glendale Police Department AED Defibrillation Report, form P-1028, on the outside of the AED case.
- Complete a police report.
- Submit the report for supervisory approval.
- The supervisor approving form P-1028 shall route one copy to the AED Program Coordinator.

402.6 PROGRAM COORDINATOR RESPONSIBILITY

A Program Coordinator, as specified in the Los Angeles County Department of Health Services Pre-Hospital Care Policy 412, shall be appointed by the Police Chief .

The Program Coordinator shall ensure that an operational spare AED unit is maintained in the Patrol Arms Locker and that non-functional units are resupplied, repaired or replaced as appropriate. The Program Coordinator shall be responsible for ensuring that all AED devices are equipped with unexpired batteries, unexpired adult and pediatric pads, current AED Defibrillation Reports, and any other equipment that may be required.

In the event that an AED is used the Program Coordinator shall:

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- Download AED recorded data provide the information to the Medical Director with whom the Police Department has contracted for such services.
- Inspect, resupply, and return the AED unit to service.
- Follow-up with the appropriate medical facility and record final disposition/condition of the patient.
- Prepare and submit an annual AED Use Report to the Los Angeles County EMS Authority. These reports (Department of Health Services County Los Angeles Reference 412.1) are due by March 1st for the previous calendar year.

The Program Coordinator is also responsible for ensuring all relevant records and documentation shall be available for review by the LACEMSA for a period of three years.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Glendale Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

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403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

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Special Weapons and Tactics Team

404.1 PURPOSE AND SCOPE

The Special Weapons and Tactics Team (SWAT) is comprised of two specialized units: the Crisis Negotiation Team (CNT) and the Tactical Team. The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. This policy is written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2005 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).

404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Special Weapons and Tactics Team are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a police response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 SWAT TEAM DEFINED

A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 LEVELS OF CAPABILITY/TRAINING

The Glendale Police Department maintains a level II, Intermediate level SWAT team, as defined by POST. A level II team is capable of providing containment and intervention. Additionally, these teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5% of their on-duty time should be devoted to training with supplemental training for tactical capabilities above the Level I team.

404.3 POLICY

It shall be the policy of this department to maintain a SWAT team and to provide the equipment, manpower, and training necessary to maintain a SWAT team. The SWAT team should develop sufficient resources to perform three basic operational functions:

(a) Command and Control

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(b) Containment

(c) Entry/Apprehension/Rescue

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

404.3.1 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the SWAT Commander or his/her designee.

404.3.2 ORGANIZATIONAL PROCEDURES

This department shall develop a separate written set of organizational procedures which should address, at minimum, the following:

(a) Locally identified specific missions the team is capable of performing.

(b) Team organization and function.

(c) Personnel selection and retention criteria.

(d) Training and required competencies.

(e) Procedures for activation and deployment.

(f) Command and control issues, including a clearly defined command structure.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

404.3.3 OPERATIONAL PROCEDURES

This department shall develop a separate written set of operational procedures in accordance with the determination of their level of capability, using sound risk reduction practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SWAT Best Practices. Because such procedures are specific to SWAT members and will outline tactical and officer safety issues, they are not included within this policy. The operational procedures should include, at minimum, the following:

(a) Designated personnel responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT team members should have an understanding of operational planning.

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2. SWAT team training should consider planning for both spontaneous and planned events.
3. SWAT teams should incorporate medical emergency contingency planning as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized units and supporting resources.

(c) Protocols for a sustained operation should be developed which may include relief, rotation of personnel and augmentation of resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of SWAT.

(e) The appropriate role for a trained negotiator.

(f) A standard method of determining whether or not a warrant should be regarded as high-risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Post incident scene management including:

1. Documentation of the incident.
2. Transition to investigations and/or other units.
3. Debriefing after every deployment of the SWAT team.

(a) After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training needs, and reinforces sound risk management practices.

(b) Such debriefing should not be conducted until involved officers have had the opportunity to individually complete necessary reports or provide formal statements.

(c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

(d) When appropriate, debriefing should include specialized units and resources.

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(i) Sound risk management analysis.

(j) Standardization of equipment deployed.

404.4 TRAINING NEEDS ASSESSMENT

The SWAT/CRU Commander shall conduct an annual SWAT Training needs assessment to ensure that training is conducted within team capabilities, department policy and the training guidelines as established by POST (11 C.C.R. § 1084).

404.4.1 INITIAL TRAINING

SWAT team operators and SWAT supervisors/team leaders should not be deployed until successful completion of the POST-certified Basic SWAT Course or its equivalent. To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content (topics) meet or exceed department requirements or POST standardized training recommendations. Any exception shall be at the discretion of the SWAT Commander.

404.4.2 UPDATED TRAINING

Appropriate team training for the specialized SWAT functions and other supporting resources should be completed prior to full deployment of the team.

SWAT team operators and SWAT supervisors/team leaders should complete update or refresher training as certified by POST, or its equivalent, every 24 months.

404.4.3 SUPERVISION AND MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level to ensure personnel who provide active oversight at the scene of SWAT operations understand the purpose and capabilities of the teams.

Command personnel who may assume incident command responsibilities should attend the SWAT or Critical Incident Commander course or its equivalent. SWAT command personnel should attend a POST-certified SWAT commander or tactical commander course, or its equivalent.

404.4.4 SWAT ONGOING TRAINING

Training shall be coordinated by the SWAT Commander or his designee. The SWAT Commander may conduct monthly training exercises that include a review and critique of personnel and their performance in the exercise in addition to specialized training. Training shall consist of the following:

(a) Each SWAT member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.

(b) Any SWAT team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest and attain a qualifying score. Within 60 days of the previous physical fitness test date, the member required to qualify shall

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report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in suspension or dismissal from the team.

(c) Those members who are on vacation, ill, or are on light duty status with a doctor's note of approval on the test date, shall be responsible for reporting to a team supervisor and taking the test within 60 days of their return to regular duty. Any member, who fails to arrange for and perform the physical fitness test within the 60-day period, shall be considered as having failed to attain a qualifying score for that test period.

(d) Quarterly, each SWAT team member shall perform the mandatory SWAT handgun and long gun qualification course. The qualification course shall consist of the SWAT Basic Drill for the handgun and long gun. Failure to qualify will require that officer to seek remedial training from a team range master approved by the SWAT Commander. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days with or without remedial training may result in dismissal from the team.

404.4.5 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

404.4.6 SCENARIO BASED TRAINING
SWAT teams should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

404.4.7 TRAINING DOCUMENTATION
Individual and team training shall be documented and records maintained. Such documentation shall be maintained in the SWAT training file.

404.5 UNIFORMS, EQUIPMENT, AND FIREARMS

404.5.1 UNIFORMS
SWAT teams from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.5.2 EQUIPMENT
SWAT teams from this agency should be adequately equipped to meet the specific mission(s) identified by the agency.

404.5.3 FIREARMS
Weapons and equipment used by SWAT, the specialized units, and the supporting resources should be agency-issued or approved, including any modifications, additions, or attachments.

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404.6 MANAGEMENT/SUPERVISION OF SWAT

The Commander of the SWAT team shall be selected by the Chief of Police upon recommendation of staff.

404.6.1 PRIMARY UNIT COMMANDER

Under the direction of the Chief of Police, SWAT shall be managed by a Captain.

404.6.2 TEAM MANAGER

Under the direction of the SWAT Commander, the Tactical Team and the Crisis Negotiations Team shall be managed by a Lieutenant(s). The team manager(s) shall be selected by the Chief of Police upon specific recommendation by staff and the SWAT Commander.

404.6.3 TEAM SUPERVISORS

The Negotiation Team and Tactical Team will be supervised by sergeants. The team supervisors shall be selected by the Chief of Police upon specific recommendation by staff and the SWAT Commander. The following represent the supervisor responsibilities for the SWAT Team.

(a) The Negotiation Team supervisor(s)' primary responsibility is to supervise the operations of the Negotiation Team which will include deployment, training, first line participation, and other duties as directed by the SWAT Commander.

(b) The Tactical Team supervisor(s)' primary responsibility is to supervise the operations of the SWAT Team, which will include deployment, training, first line participation, and other duties as directed by the SWAT Commander.

404.7 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team.

404.7.1 SELECTION OF PERSONNEL

When vacancies on CNT occur, the SWAT Commander will arrange for Department notification soliciting requests for assignment to the team. Interested sworn personnel, who are off probation, shall submit a change of assignment request to their appropriate Division Commander. A copy will be forwarded to the SWAT Commander and the Crisis Negotiation Team supervisor(s). Qualified applicants will then be invited to an oral interview and/or performance test. The oral board/ performance evaluators will be selected by the SWAT Commander. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.

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(c) Effective communication skills to ensure success as a negotiator.

(d) Special skills, training, or appropriate education as it pertains to the assignment.

(e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The oral board shall submit a list of successful applicants to SWAT staff for final selection.

Nothing in this section shall prohibit the SWAT Commander from making appointments to the CNT based on a specific critical need including, but not limited to, foreign language skills.

404.7.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Negotiation Team should attend the Basic Negotiators Course as approved by the Commission on Peace Officer Standards and Training (POST) prior to primary use in an actual crisis situation. Untrained officers may be used in a support or training capacity. Additional training will be coordinated by the team supervisor(s).

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor(s).

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team supervisor(s). Performance and efficiency levels, established by the team supervisor(s), will be met and maintained by all team members. Any member of the Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

404.8 SWAT TEAM ADMINISTRATIVE PROCEDURES

The Special Weapons and Tactics (SWAT) Team was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the Special Weapons and Tactics Team.

404.8.1 SELECTION OF PERSONNEL

When vacancies on the Tactical Team occur, the SWAT Commander will arrange for Department notification soliciting requests for assignment to the team. Interested sworn personnel who are off probation shall submit a change of assignment request to their appropriate Division Commander, a copy of which will be forwarded to the SWAT Commander and SWAT supervisors. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SWAT Commander. The testing process may consist of an oral board, physical agility test, evaluation of Department shooting scores, team evaluation and successful completion of the Basic SWAT School.

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The SWAT Commander may set a minimum number of years of experience as a qualification for consideration for assignment to SWAT. The SWAT Commander may consider previous law enforcement or military experience as partial fulfillment of such requirement at his/her discretion.

(a) Oral board: The oral board will consist of personnel selected by the SWAT Commander. Applicants will be evaluated by the following criteria:

1. Recognized competence and ability as evidenced by performance;
2. Demonstrated good judgment and understanding of critical role of SWAT member;
3. Special skills, training, or appropriate education as it pertains to this assignment; and,
4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.
5. Annual performance evaluations may be considered as part of, or in lieu of the oral board at the discretion of the SWAT Commander.

(b) Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of SWAT-related duties. The test and scoring procedure will be established by the SWAT Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.

(c) Shoot score evaluation: Department qualification shoot scores will be reviewed for overall score and consistency. Applicants must have demonstrated above average shoot scores to be considered for this position.

(d) Team evaluation: Current team members may evaluate each candidate on his or her field tactical skills, teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.

(e) Basic SWAT School: Applicants successfully completing the above evaluations will be invited to attend a Department Basic SWAT School. Each applicant must successfully complete the SWAT school as determined by the instructors and raters. Applicants will be evaluated during all aspects of the school and the results presented to the SWAT Commander and supervisors.

(f) A list of successful applicants shall be submitted to SWAT staff for final selection.

404.8.2 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the SWAT Commander. The performance and efficiency level, as established by the team commander, will be met and maintained by all SWAT Team members. Any member of the SWAT Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

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404.9 OPERATION GUIDELINES FOR SWAT

The following procedures serve as guidelines for the operational deployment of the SWAT Team. Generally, the Special Weapons and Tactics Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team such as warrant service operations. This shall be at the discretion of the SWAT Commander.

404.9.1 ON-SCENE DETERMINATION

The Incident Commander in charge on the scene of a particular event will assess whether the Special Weapons and Tactics Team is to respond to the scene. Upon final determination by the Watch Commander, he/she will notify the SWAT Commander.

404.9.2 APPROPRIATE SITUATIONS FOR USE OF SWAT

The following are examples of incidents which may result in the activation of the Special Weapons and Tactics team:

(a) Barricaded suspects who refuse an order to surrender

(b) Suicidal person who is armed or believed to be armed and/or barricaded

(c) Incidents where hostages are taken

(d) Planned arrest/search warrant service where a clear threat of violence exists

(e) Search for armed/dangerous suspects(s)

(f) Officer and/or citizen rescue in a hostile environment

(g) Rapid deployment for in progress violent crimes

(h) Anti-sniper response

(i) Dignitary protection

(j) Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property, including but not limited to acts of terrorism, incidents involving weapons of mass destruction, civil disturbances, riots and demonstrations

404.9.3 OUTSIDE AGENCY REQUESTS

Requests by field personnel for assistance from outside agency crisis units must be approved by the Watch Commander. Deployment of the Glendale Police Department SWAT Team in response to requests by other agencies must be authorized by a Division Commander.

Requests for LASD SWAT shall be made through Crescenta Valley Station, not directly to the Special Enforcement Bureau. The Watch Commander shall also request that the Crescenta Valley Station send a Sheriff's Field Sergeant to the Command Post to act as liaison between the two agencies.

When SWAT arrives, the Field Supervisor shall provide the ranking SWAT officer with a thorough briefing regarding the status of the situation. If a decision has been made to turn the situation over

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to the LASD Special Weapons Team, the Field Supervisor shall turn over tactical responsibility to the ranking LASD officer present. The Field Supervisor shall remain at the Command Post for liaison purposes and command over Glendale Police Department personnel.

404.9.4 MULTI-JURISDICTIONAL SWAT OPERATIONS

The SWAT team, including relevant specialized units and supporting resources, should develop protocols, agreements, MOUs, or working relationships to support multi-jurisdictional or regional responses.

(a) If it is anticipated that multi-jurisdictional SWAT operations will regularly be conducted; SWAT multi-agency and multi-disciplinary joint training exercises are encouraged.

(b) Members of the Glendale Police Department SWAT team shall operate under the policies, procedures and command of the Glendale Police Department when working in a multi-agency situation.

404.9.5 MOBILIZATION OF CRISIS RESPONSE UNIT

The On-Scene supervisor shall make a request to the Watch Commander for the SWAT Team. The Watch Commander shall then notify the SWAT Commander. If unavailable, a team Lieutenant shall be notified. A current mobilization list of both SWAT and CNT shall be maintained in Communications. The Watch Commander will then notify the Field Services Division Commander as soon as practical.

The Watch Commander or his/her designee should provide the SWAT Commander and Communications Supervisor with as much of the following information which is available at the time:

(a) The nature of the incident.

(b) The number of suspects, known weapons and resources.

(c) If the suspect is in control of hostages.

(d) If the suspect is barricaded.

(e) The type of crime involved.

(f) If the suspect has threatened or attempted suicide.

(g) The location of the command post and a safe approach to it.

(h) The extent of any perimeter and the number of officers involved.

(i) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

Upon approval for response, the Communications Supervisor or his/her designee shall be directed to notify SWAT team members to respond (see Mass Notification Policy). Unless specifically directed otherwise by SWAT Command, both SWAT and CNT members shall be called out on all unplanned incidents.

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404.9.6 FIELD UNIT RESPONSIBILITIES

While waiting for the SWAT team, field personnel should, if safe, practical and sufficient resources exist:

(a) Establish an inner and outer perimeter.

(b) Establish a command post outside of the inner perimeter.

(c) Establish an arrest/response team. The team actions may include:

1. Securing any subject or suspect who may surrender.
2. Taking action to mitigate a deadly threat or behavior.

(d) Evacuate any injured persons or citizens in the zone of danger.

(e) Attempt to establish preliminary communication with the suspect. Once SWAT has arrived and is set up, responsibility for all negotiations will be assumed by the CNT.

(f) Be prepared to brief the SWAT Commander on the situation.

(g) Plan for, and stage, anticipated resources.

404.9.7 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT Team at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors about the situation. Upon review, it will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the SWAT Team. Once the Incident Commander authorizes deployment, the SWAT Commander will be responsible for the tactical portion of the operation. The Incident Commander shall have overall authority and responsibility for the situation. The Incident Commander shall also continue supervision of the field command post operation, outer perimeter security, traffic control, media relations, and support for the SWAT Team. The Incident Commander and the SWAT Commander (or his or her designee) shall maintain communications at all times.

404.9.8 COMMUNICATION WITH CRISIS RESPONSE UNIT PERSONNEL

All of those persons who are non-SWAT personnel should refrain from any non-emergency contact or interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with SWAT Team personnel directly. All non-emergency communications shall be channeled through the Command Post.

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Ride-Along Policy

405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

405.1.1 ELIGIBILITY

The Glendale Police Department Ride-Along Program is offered to residents, students and those employed within the City. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the City or the Department
- Denial by any supervisor

405.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 7:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police, Division Commander, Watch Commander or Watch Sergeant.

405.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Watch Commander or Watch Sergeant. The participant will complete a ride-along waiver form. Information requested will include a valid ID or California driver's license, address, emergency contact information and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Watch Commander or Watch Sergeant will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander or Watch Sergeant as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

405.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, RSVP, Chaplains,

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Reserves, volunteers, police applicants, and all others with approval of the Watch Commander or Watch Sergeant.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

Ride-along requirements for police cadets are covered in the Police Cadets Policy.

405.2.2 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

405.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require. An outside law enforcement representative will display to the Watch Sergeant or authorized designee the appropriate credentials from his/her respective agency and disclose the type of concealed weapon he/she is carrying during the ride-along.

405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Glendale Police Department) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

405.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Watch Commander and Watch Sergeant are responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the Ride-along form shall be returned to the Watch Commander with any comments which may be offered by the officer. The Staff Services Bureau will retain any copies of forms relative to the ride-along.

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405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment

(c) The ride-along may terminate the ride at any time and the officer may return the observer to the station if the ride-along interferes with the performance of the officer's duties

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety

(e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person

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Atropine Auto Injectors

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure concerning the application and handling of Atropine Auto Injectors.

It has been determined the pharmaceutical Atropine is an effective antidote for many Chemical Weapon Nerve Agent exposures. In the interest of establishing and maintaining heightened levels of emergency preparedness for potential terrorism incidents involving Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) attack, a procurement of Atropine Auto Injectors has been authorized by the Glendale Fire Department's Medical Director for Police and Fire Department use under certain emergent circumstances. The purpose of these Atropine Auto Injectors is to protect the health and welfare of first responding emergency personnel who may be exposed to Chemical Weapons in the performance of their duties.

406.2 ATROPINE AUTO INJECTOR USAGE

The Glendale Police and Fire Departments have procured Atropine Auto Injector devices intended to be accessible to first responders in the event of a Chemical Weapon Nerve Agent incident or exposure. Atropine can be an effective antidote for exposure to certain Chemical Weapon Nerve Agents when administered properly and in a timely manner. It is for use in Chemical Weapon Nerve Agent Exposures ONLY and is not effective with Biological, Radiological, or any other form of exposure.

406.2.1 ATROPINE-PHARMACEUTICAL APPROVAL

Atropine is a controlled pharmaceutical the dispensing of which has been approved under the authority of the Glendale Fire Department's Director of Medical Services. The potential need for immediate access to police personnel has been identified in assessments conducted by the City's Municipal Medical Response System (MMRS) group, the Strategic Planning Element (SPE), the Glendale Fire Department's Emergency Medical Services (EMS) Bureau, and industry authorities on the subject of Domestic Preparedness. Procurement of the pharmaceutical has been approved by the United States Office of Homeland Security. The Police Department procedures for the storage, distribution, and handling of Atropine Auto-Injectors was developed after consultation with these sources. Training on the handling and application of Atropine Auto Injectors shall be in accordance with that set forth in the Glendale Fire Department Manual at the time of presentation.

406.3 STORAGE & DEPLOYMENT

406.3.1 STORAGE OF ATROPINE AUTO INJECTORS

Caches of Atropine Auto Injectors are maintained within brightly colored Pelican cases secured with numbered seals. Each case contains thirty (30) auto injectors in its state of readiness. A cache of Atropine Auto Injectors is located within designated supervisory and managerial patrol vehicles and the SWAT equipment vehicle. Additional auto injectors may be located within the FSD Weapons Vault and deployed with additional units and personnel as necessary and appropriate.

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Atropine auto injectors are also maintained within fire paramedic ambulances and upon fire apparatus in the field.

Designated police vehicles equipped with Atropine caches are marked with a label of "ATP" on the vehicle trunk and the vehicle key ring. The caches are stored in the vehicle trunk.

406.3.2 FIELD DEPLOYMENT-ALERT LEVEL ORANGE OR RED

Upon attainment of Alert Level Orange or Red, all Auto Injector caches within the FSD vehicles and vault shall be strategically and continuously deployed in the field, throughout the city, within command, supervisory, agent, and other designated patrol vehicles. This continuous deployment of Auto Injectors shall remain effective until such time the Alert Level has returned to Yellow-Elevated or lower.

406.3.3 PLACEMENT OF ATROPINE CONTAINERS WITHIN OTHER VEHICLES

When additional caches of Atropine are deployed to the field, the cache shall be placed and secured within the assigned vehicle trunk for the duration of the tour of duty and returned to the vault immediately thereafter. Non-vehicle mounted Atropine containers shall not be left unattended in vehicles at the conclusion of the assigned officer's tour, but may be passed on to a designated on-coming officer for continued field deployment.

406.3.4 DISTRIBUTION OF ATROPINE AUTO INJECTORS

Upon occasion of any threat, real or perceived, of exposure to chemical weapon nerve agents, supervisory and/or agent field resources possessing caches of Atropine should be assigned to the vicinity and staged within a designated safe zone. The seal of any Atropine Cache is to be broken and individual Auto Injectors issued to those personnel assigned or about to be assigned within or about the potential threat area.

406.3.5 INVENTORY TRACKING

The issuing agent/supervisor shall account for the issuance of each Auto Injector and ensure each is returned to the cache upon termination of the threat.

406.3.6 PHYSICAL INVENTORY

Personnel assigned a designated vehicle equipped with Atropine Auto Injectors shall verify the presence of the Atropine cache upon initial inspection of the vehicle to include verification the seal is intact.

Each calendar month, a patrol supervisor shall inventory the Atropine containers and verify each container's seal remains intact during the course of fleet inspection. Monthly inventory and inspection of the SWAT Cache shall be the responsibility of the SWAT Commander or designated SWAT supervisor. Monthly inventory and inspection of the Galleria Cache shall be the responsibility of the Galleria Detail Supervisor. Should a seal be compromised, the supervisor will open the container and verify the contents.

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406.3.7 COMPROMISE OF SEALED CACHE REPORTING

Upon the compromise of any sealed cache and/or issuance of the contents thereof, notification to the Special Services Bureau Commander shall be made following conclusion of the event. The SSB Commander will perform a physical inspection and verification of the cache contents and cause notification to the Fire Department's EMS Coordinator of any devices utilized and those replacements needed. Upon content verification, the SSB Commander will re-seal the cache and return it to service.

406.4 EMERGENCY USE OF AUTO INJECTORS

Police officers are not typically authorized the administration of prescribed medications in their scope of practice. Administration of nerve agent antidotes, specifically the Atropine Auto Injectors, should be at the direction of a Fire Department Paramedic/EMT or other qualified medical practitioner.

Extenuating circumstances may preclude physician consultation and paramedic assistance prior to the timely emergency treatment of a chemical nerve agent exposure.

If a Police Officer or Firefighter is believed to have been exposed to a chemical nerve agent, is displaying symptoms of the chemical agent exposure, and if base contact cannot be immediately established, the auto injector may be administered by a police officer under emergent conditions. Paramedic supervision and medical practitioner direction are, however, advised. Emergency administration may include:

(a) Self-injection under Paramedic/EMT supervision, or

(b) Self-injection as a life saving effort without Paramedic/EMT supervision, or

(c) Injection of another police officer or firefighter as an extreme life saving effort without Paramedic/EMT supervision.

406.4.1 ADMINISTRATION TO THE GENERAL PUBLIC

Administering nerve agent antidotes to the public should be under the direction of a Fire Department paramedic and the base physician. If base contact cannot be made, or if it cannot be made pursuant to timely antidote administration, then:

(a) Paramedics may administer auto injectors to the general public who manifest signs and symptoms consistent with nerve agent exposure, and

(b) Paramedics may direct a Fire Fighter or Police Officer to administer auto injectors to a specific person the Paramedic has observed to manifest symptoms consistent with chemical nerve agent exposure.

406.4.2 NOTIFICATION

In the event of auto inject application(s), the Incident Commander shall be notified at the earliest opportunity and cause logging of the Atropine use.

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406.5 TRAINING

Personnel shall adhere to the procedures set forth by the Glendale Fire Department for the application of Atropine auto injectors with respect to symptoms, application, dose, reporting, and post-exposure treatment. These procedures are set forth during the course of Auto Injector Training provided by the Fire Department.

Personnel who have not completed training by the Glendale Fire Department in the application of Atropine auto injectors should not engage in the application thereof except under the immediate supervision and direction of a qualified Physician or Fire Department EMT-Paramedic.

It is incumbent upon those personnel assigned to the Field Services Division, T.O.S.S., and SWAT who have not received instruction on the handling of Atropine to notify their supervisor, who will then arrange for basic instruction via the Special Services Bureau and/or Fire Department.

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Hazardous Material Response

407.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

407.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

407.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from person transporting).

(b) Notify the Fire Department. The Fire Department is the designated notification point specified in the local hazardous materials response plan, thereby making notification mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of immediate area and surrounding areas depending on the substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

(e) If necessary, utilize Personal Protective Equipment (PPE).

(f) Notify the Department of Toxic Substances Control. This is mandatory when comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

407.3 REPORTING EXPOSURE(S)

Personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Employees from other bureaus shall also notify the Watch Sergeant in the absence of their supervisor. The Watch Sergeant shall immediately notify the

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Watch Commander. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

407.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

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Hostage and Barricade Incidents

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

(a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

(b) Unlawfully held against his/her will under threat or actual use of force.

408.2 POLICY

It is the policy of the Glendale Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

408.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

408.3.1 EMERGENCY COMMUNICATIONS

Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record,

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or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

(a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),

(b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and

(c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).

(d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.

(e) The contents of any oral communications overheard are recorded on tape or other comparable device.

408.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

408.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

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(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

408.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

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(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

408.5 SWAT RESPONSIBILITIES

The Incident Commander will decide, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

408.6 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Glendale Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

409.2 POLICY

It is the policy of the Glendale Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

409.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the incident commander is immediately advised and informed of the details. This will enable the incident commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

409.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

409.4.1 GLENDALE POLICE DEPARTMENT FACILITY

If the bomb threat is against the Glendale Police Department facility, the incident commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

409.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Glendale Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the incident commander deems appropriate.

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409.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

409.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Glendale, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the incident commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

409.5.1 ASSISTANCE

The incident commander should be notified when police assistance is requested. The incident commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the incident commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

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(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

409.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the incident commander including:

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2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

409.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

409.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

409.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Incident commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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409.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

409.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The incident commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

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Mental Illness Commitments

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

410.2 DEFINITION

MHET- Mental Health Evaluation Team

410.3 POLICY

It is the policy of the Glendale Police Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

410.4 AUTHORITY

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

(a) An individual who is providing or has provided mental health treatment or related support services to the person

(b) A family member

(c) The person subject to the determination or anyone designated by the person

410.4.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a 5150 commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the person so desires, the officers should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a 5150 commitment.

(b) If at any point the person changes his/her mind regarding voluntary evaluation, officers should proceed with the 5150 commitment, if appropriate.

(c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

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(d) The individual should be transported to the mental health facility in a two-officer unit or with a second unit following. If transported by ambulance, an officer may accompany the individual in the ambulance to the hospital.

410.5 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

(e) Utilization of the Glendale Police Department Mental Health Evaluation Team (MHET), when available.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

410.5.1 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the officer shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The officer taking the person into custody shall provide a report to the court that describes the person's property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the officer shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

410.6 TRANSPORTATION

When transporting any individual for a 5150 commitment, the transporting officer should have Communications Bureau notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport

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vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

410.7 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a 5150 commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

410.8 DOCUMENTATION

The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for officer; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.8.1 ADVISEMENT

The officer taking a person into custody for evaluation shall advise the person of:

(a) The officer’s name and agency.

(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.

(c) The name of the facility to which the person is being taken.

(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officershould also ask if the person needs assistance turning off any appliance or water.

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The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

410.9 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a warning or a Notice to Appear as appropriate.

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

410.10 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

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410.10.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Investigative Services Division, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

410.11 TRAINING

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

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Cite and Release Policy

411.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

411.2 POLICY

It is the policy of the Glendale Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

411.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private persons arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

411.3.1 FIELD CITATIONS

In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting officer should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

411.3.2 RELEASE AFTER BOOKING

In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

411.4 NON-RELEASE

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411.4.1 MARIJUANA -FIELD RELEASE PROCEDURE

When a person eighteen years of age or over is arrested solely for possession of less than 28.5 grams of marijuana, 11357(b) Health and Safety Code, the officer shall release the person in the field unless:

- The person cannot provide satisfactory identification
- The person demands to be booked
- The person refuses to sign the notice to appear

The other reasons for non-release of misdemeanor arrestees do not apply to arrests for 11357(b) H&S.

411.4.2 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))

(b) Felony domestic battery (Penal Code § 273.5)

(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))

(d) Felony intimidation of witnesses and victims (Penal Code § 136.1)

(e) Rape of a spouse (Penal Code § 262)

(f) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)

(g) Stalking (Penal Code § 646.9)

(h) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

411.4.3 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.

(b) The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety

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1. The Glendale Police Department shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).

(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.

(d) The person has been cited, arrested, or convicted for theft from a store or vehicle in the previous six months, or there is probable cause to believe the person is guilty of committing organized retail theft, as defined in Penal Code § 490.4(a).

(e) There are one or more outstanding arrest warrants for the person or failures to appear in court on previous misdemeanor citations that have not been resolved (see Misdemeanor Warrants elsewhere in this policy).

(f) The person could not provide satisfactory evidence of personal identification.

1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.

(g) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

(h) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(i) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(j) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. An arrest warrant or failure to appear that is currently pending shall constitute reason to believe that the person will not appear. Other reasons may include:

(a) Previous failure to appear is on record

(b) The person lacks ties to the area, such as a residence, job, or family

(c) Unusual circumstances lead the officer responsible for the release of prisoners to conclude that the suspect should be held for further investigation

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Records Bureau.

411.5 MISDEMEANOR WARRANTS

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An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

(a) The misdemeanor cited in the warrant involves violence.

(b) The misdemeanor cited in the warrant involves a firearm.

(c) The misdemeanor cited in the warrant involves resisting arrest.

(d) The misdemeanor cited in the warrant involves giving false information to a peace officer.

(e) The person arrested is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics.

(f) The person requires medical examination or medical care or was otherwise unable to care for his/her own safety.

(g) The person has other ineligible charges pending against him/her.

(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.

(i) The person refuses to sign the notice to appear.

(j) The person cannot provide satisfactory evidence of personal identification.

(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

411.5.1 JUVENILE MISDEMEANOR CITATIONS TO FORMAL COURT (DEPARTMENT 270/271)

A juvenile may be cited out in the field or cited out from the police department for any offense, not listed in 420.5, provided a parent or legal guardian has been notified and signs a parental copy of the citation guaranteeing their appearance in court. If the parent cannot be located or they avoid contact, a citation for the parent shall be prepared and submitted with the report with a notation about attempted service.

The citation shall require the minor to appear within a maximum of court 60 calendar days after the citation date. If this date falls on a non-court day, the court date should be the next previously available court day. Cite all minors on the same case to the same court date.

411.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the Glendale City codes

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All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the Investigative Services Division for further action including diversion.

411.7 REQUESTING CASE NUMBERS

Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if he/she feels the situation should be documented more thoroughly in a case report.

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Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Glendale Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Glendale Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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412.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers
5. Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.

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412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability

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Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

413.2 POLICY

The Glendale Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

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(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

413.4 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.5 PLANNING

The Field Services Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

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413.6 TRAINING

The Training Manager should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun and less than lethal training.

1. This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Glendale Police Department relating to immigration and interacting with federal immigration officials.

415.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Judicial warrant - An arrest warrant based on probable cause for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

415.2 POLICY

It is the policy of the Glendale Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

415.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or California constitutions.

415.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

415.5 DETENTIONS AND ARRESTS

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under USC § 1326(b)(2), may detain the person for a reasonable period of time to contact federal immigration officials to verify

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whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

An officer shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

An officer should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

415.6 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

415.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

415.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

(a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).

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(b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.

(c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(d) The individual is a current registrant on the California Sex and Arson Registry.

(e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

415.7.2 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the Glendale Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

415.7.3 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the Glendale Police Department intends to comply with the request (Government Code § 7283.1).

If the Glendale Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

415.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

(a) Transfer is authorized by a judicial warrant or judicial probable cause determination.

(b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(c) The individual is a current registrant on the California Sex and Arson Registry.

(d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

415.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Investigative Services DivisionLieutenant shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)

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(4), and the offense that allowed for the transfer is collected and provided to the Records Manager for required reporting to the DOJ (Government Code § 7284.6(c)(2)(see the [Records Bureau] Policy).

415.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigative Services Division Lieutenant assigned to oversee the handling of any related case. The Investigative Services Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

    (a) The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

    (b) Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).

    (c) There is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection or investigation or prosecution of qualifying criminal activity, if the victim has not refused or failed to provide information and assistance reasonably requested by law enforcement. (Penal Code section 679.10)

    (d) For a victim of human trafficking, there is a rebuttable presumption that a victim is cooperative, has been cooperative, or is likely to be cooperative to the investigation or prosecution of human trafficking, if the victim has not refused or failed to provide information and assistance reasonably requested by law enforcement. (Penal Code section 679.11).

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

(e) Inform the victim liaison of any requests and their status.

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415.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

415.8.2 REPORTING TO LEGISLATURE

The Investigative Services Division Lieutenant or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

415.9 TRAINING

The Training Manager should ensure that all appropriate members receive training on immigration issues.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration violation has been committed.

(c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

(d) California Trust Act (Government Code section 7282 et seq.).

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Aircraft Accidents

417.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

417.2 POLICY

It is the policy of the Glendale Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

417.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

417.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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417.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

417.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

417.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

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(c) Fluids, batteries, flares and igniters.

(d) Evacuation chutes, ballistic parachute systems and composite materials.

417.8 DOCUMENTATION

All aircraft accidents occurring within the City of Glendale shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of GPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

417.8.1 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

417.8.2 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

417.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should

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be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training Officer Program

418.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Glendale Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

418.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

418.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

(a) Desire to be an FTO

(b) Minimum of two years of patrol experience, one of which shall be with this department. Under extenuating circumstances, the two year minimum patrol experience requirement may be waived.

(c) Demonstrated ability as a positive role model

(d) Evaluation by supervisors

(e) Possess a POST Basic certificate

418.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

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418.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Field Services Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

(a) Assignment of trainees to FTOs

(b) Conduct FTO meetings

(c) Maintain and ensure FTO/trainee performance evaluations are completed

(d) Maintain, update, and issue the Field Training Manual to each trainee

(e) Monitor individual FTO performance

(f) Monitor overall FTO Program

(g) Maintain liaison with FTO coordinators of other agencies

(h) Maintain liaison with academy staff on recruit performance during the academy

(i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

418.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Glendale Police Department who has successfully completed a POST approved Basic Academy.

418.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 22 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

418.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Glendale Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Glendale Police Department.

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418.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

418.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

(a) Complete and submit a written evaluation on the performance of his/her assigned trainee to their immediate supervisor on a daily basis.

(b) Review the Daily Trainee Performance Evaluations with the trainee each day.

(c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.

(d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

418.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

418.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

418.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

418.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

(a) Daily Trainee Performance Evaluations

(b) End-of-phase evaluations

(c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training

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Air Support

419.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

The policy also covers the responsibilities of those personnel assigned to the Joint Air Support Unit with operational elements of the Burbank and Glendale Police Department.

419.1.1 KNOWLEDGE OF POLICIES, PROCEDURES AND REGULATIONS

Personnel assigned to the Joint Air Support Unit are required to be familiar with and comply with all policies, procedures, directives, and regulations governing the operations of the Unit (e.g. Joint Air Support Unit Policy Manual, Safety Management System Manual, Department Policies, FAA regulations). All employees shall be provided with a copy of the Joint Air Support Policy Manual and Safety Management System Manual as soon as practicable after their assignment to the Unit and shall acknowledge in writing that he or she has read the manual and understands it. Every employee to whom the Joint Air Support Policy Manual and Safety Management System Manual is issued shall be responsible for keeping the manuals up to date with any changes or additions made to it during their assignment to the Unit.

419.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

419.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

Although the primary mission is to provide an observation platform in support of patrol operations, the unit's flexibility permits support of specialized police investigative functions, police tactical operations, fire department operations, and emergency, security, and/or logistical support to other city divisions.

The Air Support Unit Supervisor, in accordance with departmental needs and any agreements with surrounding jurisdictions, will establish a patrol flight schedule. Each member of the air support unit assigned to fly patrol operations shall adhere to the schedule.

419.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Air Support Unit assets may be assigned to special operations with the approval of the Air Support Unit Supervisor or the Lieutenant. If a special operation requires the suspension of scheduled patrol operations, approval from the on-duty Watch Commander or Air Support Lieutenant from both cities must also be obtained.

419.2.3 USE OF HELICOPTER

Police helicopters may be requested under any of the following conditions:

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(a) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard

(b) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community

(c) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard

(d) Search and rescue

(e) Swift water rescue (as an observation platform only)

(f) Vehicle pursuits

(g) Rescue/medical aid flights

(h) SWAT operations

(i) Structure/brush fires

(j) External load operations

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

419.3 TACTICAL, PRECAUTIONARY AND EMERGENCY LANDINGS

(a) Tactical Landings - A tactical landing is any landing necessary at a place other than at an approved civil, military or helicopter landing area. Tactical landings necessary for a particular operation may be made; however, the pilot in command is responsible for determining that a tactical landing is both necessary and safe considering the following factors:

1. The pilot's skill level
2. The necessity for the tactical landing considering the potential risk
3. Aircraft performance/capability (ability to accomplish mission safely)
4. Any undue hazards to persons or property on the ground
5. Other available alternatives

    (a) After evaluating the circumstances, the pilot in command shall only make a tactical landing if he/she is satisfied that it can be completed safely. If a tactical landing is made, the Air Support Supervisor shall be notified as soon as practicable and if requested, a written report shall be submitted detailing the circumstances of the incident.

(b) Precautionary Landings - A precautionary landing will be made in the case of a mechanical malfunction or personnel problem requiring immediate, but not emergent,

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attention. Only if safety permits, the aircraft should be returned to the heliport facility. If an off site precautionary landing is necessary, the pilot should consider the same factors listed under Tactical Landings. If a decision is made to make a precautionary landing at an off site location, the following procedure should be followed:

1. The pilot or tactical flight officer shall notify the station of the situation and report their position as accurately as possible
2. The Communications Supervisor shall advise the Watch Sergeant of the situation
3. A patrol unit shall be dispatched to the scene to provide assistance
4. The Air Support Unit Supervisor and the Air Support Lieutenant shall be notified of the aircraft and crew's status as soon as possible

(c) Emergency Landing - An emergency landing will be made in the case of a serious mechanical malfunction or personnel problem and the circumstances are such that the aircraft must be landed immediately. In this case, the aircraft shall be landed at the nearest, most accessible place (giving all possible consideration to the potential danger to persons on the ground) and utilizing the following procedure:

1. The pilot or tactical flight officer will give the location of the landing and nature of the emergency as accurately as possible
2. If possible, the pilot or tactical flight officer will provide the status of personnel and the aircraft after the landing
3. The Communications Supervisor shall notify the Watch Commander
4. Upon being advised of an emergency landing, communications personnel shall ensure that police, fire and rescue equipment are immediately dispatched to the landing location
5. The Watch Commander shall notify the Joint Air Support Unit Supervisor, the Patrol Supervising Lieutenant and the Air Support Lieutenant as soon as practicable.

(d) If an emergency landing occurs outside the Cities of Burbank or Glendale, the same procedures should be followed, except that fire and rescue equipment in the jurisdiction where the emergency landing occurred shall be notified and requested to respond.

(e) If an emergency landing results in a serious injury or death to any person, or there is substantial damage ($25,000 or greater) to the aircraft, the following procedure must be followed:

1. Notify the Federal Aviation Administration (FAA) Duty Officer at 425-227-1999 (24/7 phone number) and provide information related to the incident. The Duty

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Officer will make any additional notifications if deemed necessary (i.e. NTSB). If there is any doubt as to what constitutes a serious injury or substantial damage, notify the FAA and consult Part 830 of the National Transportation Safety Board Regulations.

2. The accident scene must be preserved except for those activities necessary to remove trapped or injured persons. If the National Transportation Safety Board (NTSB) is on scene, a release must be secured from the Board and the Air Support Lieutenant prior to moving the aircraft or any associated aircraft parts.

3. The Chief of Police or his/her designee shall review any written reports prior to submitting them to the FAA or NTSB.

419.4 AIRCRAFT INCIDENTS OR DAMAGE-NOTIFICATIONS

The Air Support Unit Supervisor and the Lieutenant in charge of the Joint Air Support shall be notified as soon as possible in the event any of the following occur through the use of a Police Department Aircraft:

- Injury to any person
- Damage to property
- Damage to the aircraft (occurred or discovered)
- An aircraft is overdue and believed to have been involved in an accident (NTSB notification also required)
- An aircraft more than 30 minutes overdue at a destination and its whereabouts are unknown
- Precautionary landing
- Emergency Landing

At the direction of the Air Support Unit Supervisor, the pilot in command or any other employee involved any incident in which a person is injured, aircraft/property damage occurs, or an emergency or precautionary landing is made shall prepare a written report.

419.5 AIRCRAFT FUELING

The pilot in command shall ensure that the aircraft is refueled after each flight and that the amount of fuel added to the aircraft is recorded in the proper log.

Fueling the aircraft while the engine is running ("hot fueling") is prohibited unless specific approval from the Air Support Supervisor and/or Lieutenant is obtained and appropriate safety procedures are followed.

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419.6 PILOT LOGBOOK

Each person functioning in the capacity of a pilot shall maintain an appropriate pilot logbook. Every flight in a department aircraft, training flights, and any flight made in order to meet minimum flight experience requirements under FAA regulations shall be recorded. Upon request, the logbook shall be presented to a supervisor for inspection.

419.7 EXCEEDING AIRCRAFT LIMITATIONS

All pilots are expected to be familiar with and operate within the performance limitations of the aircraft operated by the Joint Air Support Unit. Whenever a pilot suspects that an operating limitation has been exceeded, or a monitoring device indicates that an operating limitation has been exceeded, the following procedures shall be followed:

(a) The pilot in command shall take the appropriate precautionary action. If possible, the aircraft should be returned to the air support facility

(b) The pilot in command shall notify maintenance personnel and the unit supervisor and provide the appropriate information

(c) Maintenance personnel shall perform any necessary inspections or repairs prior to the aircraft being placed back in an operational status

(d) Maintenance personnel inspecting or repairing the aircraft shall make the appropriate entries in the aircraft log books

(e) The pilot in command shall notify the Air Support Unit Supervisor and submit a written report, if requested.

419.8 PILOT DUTY HOURS

Unless specifically authorized by the Lieutenant in command of the Joint Air Support Unit, the workday for a pilot shall not exceed a maximum of 8 flight hours and a maximum of 14 duty hours within any 24 hour period. The pilot in command shall plan to terminate any operation and return the aircraft to its base within these limitations. Operations conducted beyond eight flight hours or 14 total duty hours must be approved by the Air Support Lieutenant.

For the purposes of this section, flight hours and duty hours shall include all on-duty time at either police department and all flight time when engaged in any flight operations.

In order to support Unit operations, any crew member assigned to the unit shall arrange their schedule so that, upon arrival for scheduled duty time, they are capable of being on duty for 14 hours and capable of completing eight hours of flight time.

419.9 CEILING/VISIBILITY REQUIREMENTS

The pilot in command shall comply with the applicable FAA regulations with respect to the minimum ceiling and visibility requirements for Visual Flight Rules (VFR) operations.

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419.9.1 MINIMUM PATROL ALTITUDES
Patrol flight altitudes shall be at least 500 feet above ground level during daylight hours and 700 feet above ground level during nighttime hours. Lower altitudes may be utilized when required by air traffic control or in order to accomplish a specific task after the pilot in command has considered both safety and noise factors.

419.10 MUTUAL AID
Air Support Unit aircraft and crews are available to provide assistance under existing mutual aid agreements or in response to a specific request from another agency. The approval of the Air Support Unit Supervisor, the Air Support Lieutenant and the Watch Commanders from both cities are required prior to responding to a request for mutual aid.

419.11 DIGITAL VIDEO RECORDINGS
Workload permitting, the following events should be video recorded:

(a) Incidents that are of possible evidentiary value in criminal cases

(b) Special events, as requested by a supervisor or management of the department

(c) Any incident that will enhance the operation of the Police Department, or contribute to future department training

(d) When practical, the tactical flight officer may advise via the radio that the incident is being video recorded

419.11.1 DISPOSITION OF VIDEO RECORDINGS
When a video recording is to be impounded, regardless of its evidentiary value, the original video recording will be transferred from the aircraft's solid state drive to the JASU Video Server.

If the video recording is of evidentiary value, the flight crew should notify the appropriate unit(s) or supervisor of the existence of the video recording.

419.11.2 ACTIVATION OF THE AERIAL DVR
All data for this system, including video that is stored on the digital storage system, is considered confidential and for law enforcement use only. The review of any electronic recording must be done for official Glendale Police Department business and access to review and/or obtain a copy of recorded media is permitted on a right to know, need to know basis as follows:

(a) By a supervisor investigating a specific act of officer conduct.

(b) By any member of the Department who is conducting an official investigation such as a personnel complaint, administrative investigation or criminal investigation, unless the member of the Department is a subject of the investigation.

(c) By the personnel who originally recorded the incident for the purpose of preparing a report, statement or for courtroom testimony. Although this material will be generally available for review prior to preparing a report or providing a statement, under extraordinary circumstances a supervisor may decide to delay the review of recorded material. In such circumstances, a command level officer will be consulted promptly to

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discuss any potential concerns and will make a determination regarding the procedure to be followed. When an officer submits a report containing documentation of their actions or observations based on the review of available media, officers will list in their report all of the media which has been reviewed. In circumstances where an officer has previously prepared and submitted a report about the events to a supervisor prior to reviewing media that is determined to exist, the original report will be maintained and any additional or varying observations and information will be submitted in a supplemental report. During recorded interviews regarding any event, the interviewer should establish what media if any the officer being interviewed has reviewed.

(d) By police supervisors or specific designees for the purpose of a service or specific audit.

(e) By media personnel with permission of the Chief of Police or authorized designee.

(f) Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case. Only certified copies will be offered evidence in any legal proceeding.

Only those individuals, as listed above, who have a legitimate reason for viewing the recording shall be allowed a copy of the recording. Failure to adhere to this may result in disciplinary action. Any requests for a copy of a recording are to be directed to the Custodian of Records.

Recordings may be shown for the purposes of training value. If an involved officer objects to the showing of recording, his/her objection will be submitted to staff to determine if the training value outweighs the officer's objection for not showing the recording.

In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee.

419.11.3 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of one year after which time it will be erased, destroyed or recycled in accordance with the established records retention schedule (Government Code § 34090.6).

419.11.4 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

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419.11.5 COPIES OF ORIGINAL RECORDING MEDIA

Officers who reasonably believe that an aerial DVR recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Glendale Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

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Contacts and Temporary Detentions

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

420.2 POLICY

The Glendale Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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420.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Glendale Police Department to strengthen community involvement, community awareness, and problem identification.

420.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act

(b) Actions suggesting that he/she is engaged in a criminal activity

(c) Presence in an area at an inappropriate hour of the day or night

(d) Presence in a particular area is suspicious

(e) Carrying of suspicious objects or items

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon

(g) Location in proximate time and place to an alleged crime

(h) Physical description or clothing worn that matches a suspect in a recent crime

(i) Prior criminal record or involvement in criminal activity as known by the officer

Any officer who conducts a field interview and determines the individual has a supervised release file (SRF) will be required to complete an entry in the Field Interview module of the Department Automated Reporting System (ARS).

420.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

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(c) The hour of the day and the location or neighborhood where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officershould be positioned to ensure safety and should not be involved in the search.

Whenever possible, pat-down searches should be performed by officers of the same gender.

420.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

420.5.1 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer’s reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

420.5.2 DISPOSITION OF PHOTOGRAPHS

All detainee photographs are to be uploaded into the Caseworks system prior to the end of the officer's shift. The officer is to complete either an FI card, incident report, or other memorandum explaining the nature of the contact and that a digital photo is available. If the photo is uploaded into the "non-DR" file of Caseworks the officer is to label the photograph with the detainee's name. If a folder already exists with the same detainee's name the officer is to add additional identifying information, e.g. DOB, and advise the investigator how the file is labeled.

When a photograph is taken in association with a particular case, the detective may use such photograph in a photo lineup.

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420.5.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

420.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by Glendale Police Department members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

420.7 DISPOSITION OF PHOTOGRAPHS

All detainee photographs are to be uploaded into the Caseworks system prior to the end of the officer's shift. The officer is to complete either an FI card, incident report, or other memorandum explaining the nature of the contact and that a digital photo is available. If the photo is uploaded into the "non-DR" file of Caseworks the officer is to label the photograph with the detainee's name. If a folder already exists with the same detainee's name the officer is to add additional identifying information, e.g. DOB, and advise the investigator how the file is labeled.

When a photograph is taken in association with a particular case, the detective may use such photograph in a photo lineup.

420.7.1 PURGING THE FIELD PHOTO FILE

Forensics personnel will be responsible for periodically purging and destroying all such photographs more than two years old. Photographs that continue to serve a legitimate law enforcement purpose may be retained longer than two years provided that a notation of that fact

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is added to the file for each additional year that they are retained. Access to the photo file shall be strictly limited to law enforcement purposes.

A photograph need not be purged but may be retained as an updated photograph in a prior booking file if the person depicted in the photograph has been booked at the Glendale Police Department and the booking file remains in the Records Bureau.

420.8 PHOTO REVIEW POLICY

Any person who has been the subject of a field photograph or an FI by this agency during any contact other than an arrest may file a written request within 30 days of the contact requesting a review of the status of the photograph/FI. The request shall be directed to the office of the Chief of Police who will ensure that the status of the photograph or FI is properly reviewed according to this policy as described below. Upon a verbal request, the Department will send a request form to the requesting party along with a copy of this policy.

420.8.1 REVIEW PROCESS

Upon receipt of such a written request, the Chief of Police or his or her designee will permit the individual to appear in person (any minor must be accompanied by their parent or legal guardian) for a review of the status of the photograph/FI.

Such a meeting will generally be scheduled during regular business hours within 30 days of the receipt of the written request. An extension of the 30-day limit may be made either upon the mutual convenience of the parties or if, at the discretion of the Chief of Police, there appears to be an ongoing legitimate law enforcement interest which warrants a delay. If the delay could jeopardize an ongoing investigation, nothing in this policy shall require the Chief of Police to disclose the reason(s) for the delay.

A meeting for the review of the status of any non-arrest photograph/FI is not intended to be a formal hearing, but simply an informal opportunity for the individual to meet with the Chief of Police or his/her designee to discuss the matter.

After carefully considering the information available, the Chief of Police or designee will determine, generally within 30 days of the original meeting, whether the photograph/FI was obtained in accordance with existing law and Glendale Police Department policy and, even if properly obtained, then whether there is any ongoing legitimate law enforcement interest in retaining the photograph/FI.

If the Chief of Police or his/her designee determines that the photograph/FI was obtained in accordance with existing law and department policy and that there is an ongoing legitimate law enforcement interest in retaining the non-arrest photograph, the photograph/FI shall be retained according to this policy and applicable law.

If the Chief of Police or his/her designee determines that the original legitimate law enforcement interest in retaining a non-arrest photograph no longer exists or that it was obtained in violation of existing law or Glendale Police Department policy, the original photograph will be destroyed

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or returned to the person photographed, if requested. All other associated reports or documents, however, will be retained according to department policy and applicable law.

If the Chief of Police or his/her designee determines that the original legitimate law enforcement interest in retaining a non-arrest FI no longer exists or that the original F/I was not obtained in accordance with established law or Glendale Police Department policy, the original FI may only be destroyed upon the execution of a full and complete waiver of liability by the individual (and guardian if a minor) arising out of that field contact.

If the Chief of Police or his/her designee determines that any involved Glendale Police Department personnel violated existing law or department policy, the Chief of Police or designee shall initiate a separate internal investigation which may result in additional training, discipline or other appropriate action for the involved employees.

The person photographed/FI'd will be informed in writing within 30 days of the Chief of Police's determination whether or not the photograph/FI will be retained. This does not entitle any person to any discovery or access to any law enforcement records not otherwise authorized by law.

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Criminal Organizations

421.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Glendale Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

421.2 POLICY

The Glendale Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

421.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

421.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Criminal Intelligence

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Unit. Any supporting documentation for an entry shall be retained bythe Criminal Intelligence Unit in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Bureau are appropriately marked as intelligence information. The Records Manager may not purge such documents without the approval of the designated supervisor.

421.3.2 GANG DATABASES

The Chief of Police may approve participation by the gang unit in a shared criminal gang intelligence database, such as CALGANG®. Members must obtain the requisite training before accessing any such database.

It is the gang unit supervisor's responsibility to determine whether any report or FI contains information that would qualify for entry into the database. Prior to designating any person as a suspected gang member, associate or affiliate in a shared gang database; or submitting a document to the Attorney General's office for the purpose of designating a person in a shared gang database; or otherwise identifying the person in a shared gang database, the gang unit supervisor shall provide written notice to the person and, if the person is under the age of 18, to his/her parent or guardian of the designation and the basis for the designation, unless providing that notification would compromise an active criminal investigation or compromise the health or safety of a minor. Notice shall also describe the process to contest the designation (Penal Code § 186.34).

The person, an attorney working on his/her behalf or his/her parent or guardian (if the person is under 18 years of age) may request, in writing, information as to whether the person is designated as a suspected gang member, associate or affiliate in a shared gang database accessible by the department, the basis for that designation and the name of the agency that made the designation. The department shall respond to a valid request in writing within 30 days, and shall provide the information requested unless doing so would compromise an active investigation or compromise the health and safety of the person if he/she is under 18 years of age (Penal Code § 186.34).

The person, or his/her parent or guardian if the person is under 18 years of age, may contest the designation by submitting written documentation which shall be reviewed by the gang unit supervisor. If it is determined that the person is not a suspected gang member, associate or affiliate, the person shall be removed from the database. The person and the parent or guardian shall be provided written verification of the department's decision within 30 days of receipt of the written documentation contesting the designation and shall include the reason for a denial when applicable (Penal Code § 186.34).

The gang unit supervisor should forward reports or FIs to the Records Bureau after appropriate database entries are made. The supervisor should clearly mark the report/FI as gang intelligence information.

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It is the responsibility of the Records Bureau supervisor to retain reports and FIs in compliance with the database rules and any applicable end user agreement.

Records contained in a shared gang database shall not be disclosed for employment or military screening purposes, and shall not be disclosed for the purpose of enforcing federal immigration law unless required by state or federal statute or regulation (Penal Code § 186.36).

421.4 GANG INFORMATION RECOGNITION

Officers who contact individuals who are, or may be participants in criminal street gang activity should complete a FI card and document the reason for the contact, (i.e. consent, detention, arrest), and the exact circumstances leading to the suspicion that the individual is a criminal street gang participant (e.g., subject states he or she is a member of XYZ gang; XYZ tattoo on right hand near thumb; wearing ball cap with gang name printed in blue or red ink).

Photographing known or suspected criminal street gang participants shall be done in accordance with the provisions of the Detentions and Photographing Detainees Policy.

421.5 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

421.6 CRIMINAL STREET GANGS

The Investigative Services Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with:

1. Any organization, associate or group of three or more persons that meets the definition of a criminal street gang under Penal Code § 186.22(f).
2. Identification of a person as a criminal street gang member and criminal street gang-related crimes.
3. The California Street Terrorism Enforcement and Prevention Act (Penal Code § 186.21 et seq.), associated crimes and what defines a criminal street gang (Penal Code § 186.22).

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(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

421.7 TRAINING

Incidents that appear to be criminal street gang related shall be documented on a report form and shall at minimum include the following:

(a) A description of any document, statements, actions, dress or other information that would tend to support the officer's belief that the incident may be related to the activities of a criminal street gang.

(b) Whether any photographs were taken and a brief description of what they depict.

(c) What physical evidence, if any, was observed, collected or booked.

(d) A specific request to that a copy of the report be routed to the Gang Unit.

Any photographs taken or evidence collected shall be booked in accordance with current evidence booking procedures.

421.8 ROUTING OF REPORTS AND FIELD INTERVIEW REPORTS

If a report is gang related, all relevant indicia of gang membership or activity should be documented. If it becomes necessary for personnel to also document information in a field interview record (FI), the report should note the existence of the additional record. A copy of the FI record should be routed to the unit assigned the report for investigation.

421.9 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

421.9.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

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(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Bureau or Property Bureau, but should be copies of, or references to, retained documents such as copies of reports, FI forms, Communications Bureau records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

421.9.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

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Digital Camera And Handheld Video Recorder

422.1 PURPOSE AND SCOPE

In order to ensure the integrity and admissibility of photographs and video recordings, police officers, community service officers and forensics personnel handling and submitting recorded and digitally stored evidence from digital cameras and/or handheld video recorders will comply with these procedures.

For digitally recorded evidence from mobile audio video recorders see the Mobile Audio Video Policy or for digital audio recorders see the Portable Audio/Video Recorders Policy.

422.2 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

422.3 RECORDING AND SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the recording and submission of digital media used by cameras or hand held video recorders:

(a) Except in an emergency, where time does not allow an officer to fill out a Photo Identifier Card, a Photo Identifier Card must be completed by the officer prior to taking any photographs or video. All necessary information is to be included on the Photo Identifier Card. The officer shall then take a photograph of the card with the completed information as their first photograph or at the beginning of the video. If due to an emergency a Photo Identifier Card picture or video of the card was not taken prior to the first photograph(s) or beginning of the video then a card shall be completed after all photographs have been taken or the video completed. Parking enforcement personnel are not required to complete a photo identifier card when the taking of a photograph is for the purpose of recording a parking violation.

(b) Police personnel shall only take photographs or video related to the case itself. Any personal photographs or video taken could be subject to discovery.

(c) In the case of an assault or other circumstances where injuries are visible, officers should use a color card next to any injuries. The photographs should include closeup, midrange, and overall photographs of the victim and his/her injuries.

(d) Police personnel shall upload all photographs/video into the Mideo Caseworks data base no later than the end of watch.

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422.4 PRESERVATION OF DIGITAL EVIDENCE

Original Photographs or video shall not be tampered with or altered in any way. If digital images require any type of enhancement or modification a copy of the original image shall be made and any changes shall only be made to the copy.

422.5 TAKING OF PERSONAL PHOTOS OR VIDEO

Any photograph or video taken in connection with a police response shall be the property of the Glendale Police Department. Employees while on duty shall not take any personal or non-official photographs or video in connection with a police response unless authorized to do so. In no event shall any photograph or video be disseminated to any unauthorized persons or entities without supervisor approval.

Any photo or video, taken while on duty, can be subject to disclosure as part of an administrative investigation.

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Mobile Audio/Video

423.1 PURPOSE AND SCOPE

The Glendale Police Department has equipped many of its marked patrol cars with a Mobile Audio and Video (MAV) recording system and this policy governs the use of the MAV system in vehicles with this equipment installed. The MAV is designed to assist and compliment the patrol officer in the performance of his/her duties. The MAV is used to record certain activities by providing a visual and/or audio record. Such recordings are intended to provide an unbiased visual/audio record of the incident and to supplement the officer's report.

423.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio/Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician -Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

423.2 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Glendale Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system’s operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

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423.3 ACTIVATION OF THE MAV

All data for this system, including video that is stored on the digital storage system, is considered confidential and for law enforcement use only. Although the data captured by the DVR is not considered Criminal Offender Record Information (CORI), it shall be treated in primarily the same manner as CORI data. All access to the system is logged and stored in an electronic, tamper resistant audit trail. The review of any electronic recording must be done for official Glendale Police Department business and access to review and/or obtain a copy of recorded media is permitted on a right to know, need to know basis as follows:

(a) By a supervisor investigating a specific act of officer conduct.

(b) By any member of the Department who is conducting an official investigation such as a personnel complaint, administrative investigation or criminal investigation, unless the member of the Department is a subject of the investigation.

(c) By the personnel who originally recorded the incident for the purpose of preparing a report, statement or for courtroom testimony. Although this material will be generally available for review prior to preparing a report or providing a statement, under extraordinary circumstances a supervisor may decide to delay the review of recorded material. In such circumstances, a command level officer will be consulted promptly to discuss any potential concerns and will make a determination regarding the procedure to be followed. When an officer submits a report containing documentation of their actions or observations based on the review of available media, officers will list in their report all of the media which has been reviewed. In circumstances where an officer has previously prepared and submitted a report about the events to a supervisor prior to reviewing media that is determined to exist, the original report will be maintained and any additional or varying observations and information will be submitted in a supplemental report. During recorded interviews regarding any event, the interviewer should establish what media if any the officer being interviewed has reviewed.

(d) By police supervisors or specific designees for the purpose of a service or specific audit.

(e) By media personnel with permission of the Chief of Police or authorized designee.

(f) Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case. Only certified copies will be offered evidence in any legal proceeding.

Only those individuals, as listed above, who have a legitimate reason for viewing the recording shall be allowed a copy of the recording. Failure to adhere to this may result in disciplinary action. Any requests for a copy of a recording are to be directed to the Custodian of Records for the Information Technology Bureau.

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Recordings may be shown for the purposes of training value. If an involved officer objects to the showing of recording, his/her objection will be submitted to staff to determine if the training value outweighs the officer's objection for not showing the recording.

In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee.

423.3.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. DWI/DUI investigations including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Communications Bureau

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Domestic violence calls

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2. Disturbance of peace calls
3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

423.3.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

423.3.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

423.3.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Communications Bureau.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date it was issued.
3. The law enforcement operator or the vehicle to which it was issued.
4. The date it was submitted.
5. Law enforcement operators submitting the media.

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6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

423.4 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee

(i) By the media through proper process or with permission of the Chief of Police or the authorized designee

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(j) To assess possible training value

(k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

423.5 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation, indicating that the incident was recorded.

423.6 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of one year after which time it will be erased, destroyed or recycled in accordance with the established records retention schedule (Government Code § 34090.6).

423.6.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

423.6.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Glendale Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

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Mobile Digital Computer Use

424.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and the Communications Bureau.

424.2 POLICY

Glendale Police Department members using the MDC shall comply with all appropriate federal, state, county, local and city rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

424.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

Administrative messages sent via CAD, laptop computers or any device are recorded. Messages may be reviewed by supervisors at any time without prior notification. Supervision may periodically review these messages for conformance and compliance with all applicable City and Department policies, as well as any other legal requirement. Violators may be subject to disciplinary action.

424.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member or anyone to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

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424.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

424.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

424.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.

424.6 EQUIPMENT CONSIDERATIONS

424.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify the Communications Bureau. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

424.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

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Automatic Vehicle Locator (AVL)

425.1 PURPOSE AND SCOPE

Law enforcement Automatic Vehicle Locator Systems (AVL) are Global Positioning Satellite (GPS) technologies that allow for the identification and dispatch of Police resources based on geographic location. It is the philosophy of the Glendale Police Department that the adoption and implementation of this technology is predicated on the enhancement to officer safety and the efficient deployment of field resources. These systems are not intended to supplant traditional supervisory practices or accountability.

425.2 AVL INQUIRIES

AVL inquiries and official AVL playback requests can be made by sworn supervisors or authorized staff founded on a legitimate business need, or through a public record request. All requests must be made in writing to the Technology Project Administrator or designee. The Technology Project Administrator shall keep a log of all AVL inquiries. The log shall contain the following:

- Name of person making the request
- Nature of the request
- Information about the request
- Results of the request

425.3 AVL MONITORING

Sworn supervisors, Communications staff (at the request of a sworn supervisor) or Technology Bureau staff shall perform random or specific monitoring of the AVL system to determine that the system is functioning and appropriately displaying unit information.

425.4 EMPLOYEE RESPONSIBILITY

Employees shall not intentionally tamper with the GPS receiver, antenna, wiring, software or attempt to hinder the systems designed performance. Violations may result in disciplinary action.

Employees should immediately report problems with the AVL system to their immediate supervisor.

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Portable Audio/Video Recorders

426.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to lawful surreptitious audio/video recording, interception of communications for authorized investigative purposes or to mobile audio/video recordings (see the Investigation and Prosecution and Mobile Audio/Video policies).

426.2 POLICY

The Glendale Police Department will provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

426.3 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in their official capacity shall remain the property of the Department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

426.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, GPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

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Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

426.4.1 SUPERVISOR RESPONSIBILITIES

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

426.5 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview (FI) situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which a member would normally notify Communications Bureau

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

426.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

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Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

426.5.2 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

426.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

426.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

426.7 RETENTION OF RECORDINGS

Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report. Transfers should occur at the end of the member's shift, or any time the storage capacity is nearing its limit.

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Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

426.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

426.9 COORDINATOR

The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

(a) Establishing a system for downloading, storing and security of recordings.

(b) Designating persons responsible for downloading recorded data.

(c) Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.

(d) Establishing a system for tagging and categorizing data according to the type of incident captured.

(e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.

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(f) Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.

(g) Maintaining logs of access and deletions of recordings.

426.10 RETENTION OF RECORDINGS

Recordings of the following should be retained for a minimum of two years (Penal Code § 832.18):

(a) Incident involving use of force by an officer

(b) Officer-involved shootings

(c) Incidents that lead to the detention or arrest of an individual

(d) Recordings relevant to a formal or informal complaint against an officer or the Glendale Police Department

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution (Penal Code § 832.18).

All other recordings should be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

Records or logs of access and deletion of recordings should be retained permanently (Penal Code § 832.18).

426.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

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Medical Marijuana

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

427.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

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427.2 POLICY

It is the policy of the Glendale Police Department to prioritize resources to forgo making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Glendale Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

427.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a cardholder.

(c) Investigations when a medicinal claim is made by a non-cardholder.

427.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

427.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

(a) The information contained in the card is false or falsified.

(b) The card has been obtained or used by means of fraud.

(c) The person is otherwise in violation of the provisions of the MMP.

(d) The person possesses marijuana but not for personal medical purposes.

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Officers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

427.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the officer reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Officers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Officers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Officers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

427.3.4 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at a later time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.

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4. Other relevant factors, such as available department resources and time constraints prohibit making an immediate arrest.

(b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, officers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors.

(c) Before proceeding with enforcement related to collective gardens or dispensaries, officers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area, and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning, and other related issues can be complex. Patients, primary caregivers, and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).

(d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

427.3.5 EXCEPTIONS

This policy does not apply to, and officers should consider taking enforcement action for the following:

(a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).

(b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).

(c) Smoking marijuana (Health and Safety Code § 11362.79):

1. In any place where smoking is prohibited by law.
2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
3. On a school bus.
4. While in a motor vehicle that is being operated.
5. While operating a boat.

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(d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

427.3.6 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Officers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

427.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

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Bicycle Patrol

428.1 PURPOSE AND SCOPE

The Glendale Police Department utilizes Bicycle Patrol for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

428.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Watch Commander .

428.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a P-702, training request form, through their chain of command. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

428.4 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course. The initial training shall minimally include the following:

- Bicycle patrol strategies.
- Bicycle safety and accident prevention.
- Operational tactics using bicycles.

Bicycle patrol officers will be required to qualify with their duty firearm while wearing bicycle safety equipment including the helmet and riding gloves.

428.5 UNIFORMS AND EQUIPMENT

Bicycle officers shall wear the department-approved uniform and safety equipment while operating the police bicycle. Safety equipment includes department-approved helmet, riding gloves, and

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approved footwear. Soft body armor/vest is required while performing patrol functions. As this is a voluntary assignment the purchase of the bicycle uniform is at each officer's own expense.

The bicycle patrol unit uniform consists of:

- Black or gray helmet
- Protective eyewear
- Department approved blue polo shirt with department badge and patches. The employee's name is sewn on the front of the shirt on the right side. The word "Police" is sewn on the back of the shirt.
- Department approved blue police style bicycle shorts
- Department approved black cross trainer shoes.

Optional equipment includes a jacket or long bike pants. Bicycle officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

428.6 CARE AND USE OF PATROL BICYCLES

Officers will be deployed on a specially marked and equipped patrol bicycles .

Bicycles utilized for uniformed bicycle patrol shall be identified with a "POLICE" decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of Vehicle Code §2800.1(b).

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle shall be equipped with a steady or flashing blue warning light that is visible from the front, sides, or rear of the bicycle (Vehicle Code § 21201.3).

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to insure proper working order of the equipment.

If a bicycle is in need of repair , a repair work order will be completed and placed in the bicycle inspection sheet book.

Each bicycle should have scheduled maintenance to be performed by a department approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

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Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

428.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers are exempt from the rules of the road under the following conditions (Vehicle Code § 21200(b)(1)):

(a) In response to an emergency call.

(b) While engaged in rescue operations.

(c) In the immediate pursuit of an actual or suspected violator of the law.

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Segway® Patrol

429.1 PURPOSE AND SCOPE

The Glendale Police Department utilizes the Segway® Personal Transporter (PT) for the purpose of enhancing patrol efforts, community interaction and critical infrastructure security. The Segway PT is an effective way to increase officer visibility in congested areas and can be utilized by personnel in areas where a foot beat would be effective while increasing range and speed over personnel actually on foot. The Segway's quiet operation can also provide a tactical approach to crimes in progress as well as patrolling important infrastructure components. The purpose of this policy is to provide guidelines for the safe and effective operation of the Segway.

429.2 POLICY

The Segway may be used for regular patrol duty, enhanced foot patrol or special events. The Segway should be used to emphasize their mobility and visibility to the community.

The Segway may be deployed to any area at all hours of the day or night, according to the needs of the Department and as staffing levels allow.

Requests for specific deployment of Segway trained officers shall be coordinated through the Watch Commander.

429.3 SELECTION OF PERSONNEL

Interested personnel shall submit a P-702 training request through their chain of command. Interested personnel shall be evaluated by the following criteria:

(a) Physical Limitations- The Segway's maximum payload should not exceed 260 pounds, including the rider and any equipment.

(b) Recognized competency in the training program

(c) Willingness to perform duties using the Segway© as a mode of transportation.

429.4 TRAINING

In order to deploy the Segway for use, all riders must complete an initial Department approved Segway training course. The initial training shall minimally include the following:

- Overview of the Segway
- Balance, Control and Mobility of the Segway©
- Safety and accident prevention
- Operational tactics while using the Segway©

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429.5 UNIFORMS AND EQUIPMENT

Personnel deployed on the Segway shall wear departmentally approved uniform and safety equipment. Safety equipment includes a black department approved helmet, e.g., a skateboard/ snowboard style helmet, not a bicycle helmet. For sworn personnel, soft body armor is required while performing patrol functions. As this is a voluntary assignment, the purchase of the uniform required for deployment of the Segway is at each employee's expense.

(a) Sworn personnel Segway uniform

1. Black "polo" style pull over shirt with a cloth badge over the left breast, the officer's name stitched over the right breast, and "Police" embroidered on the back.
2. Black BDU or cargo pants (SED or TOSS style).
3. Black boots or black cross trainer shoes.
4. For certain events/assignments the class B uniform may be designated.

(b) Professional Staff Segway uniform

1. Class B uniform, or
2. Department approved bicycle uniform.

Optional uniform accessories include the use of a black jacket meeting the specifications as maintained by the Professional Standards Bureau. Officers using the Segway shall carry the same equipment on their patrol duty belt as they would in a regular patrol assignment. Officers will be responsible for obtaining necessary forms, citation books and other needed equipment to keep available while on patrol using the Segway.

429.6 CARE AND USE OF THE SEGWAY

Personnel will be assigned a Segway with an attached lean-steer equipment bag and charging cord.

An inspection shall be conducted of the Segway prior to use to insure the unit is in proper working order.

Since the area for Segway deployment may be a some distance from the police station, Segway units may be transported in the trunk of a car or bed of a truck. When loading, the Segway should be lifted by two officers.

When practical, the Segway battery can be charged during meal breaks or other periods of non-use from any standard electrical outlet.

At the end of each tour of duty with a Segway, the unit should be cleaned (wiped down of excessive dirt) and the charging cord attached to the unit and power supply.

All damage and/or repairs should be documented on a Z-7 and submitted to the officer's supervisor as well as the COPPS supervisor.

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429.7 OFFICER'S RESPONSIBILITIES

The "Segway" is defined in Section 313 of the California Vehicle Code as an "Electric Personal Assistive Mobility Device' (EPAMD). An "EPAMD" is defined as a "pedestrian" in Section 467 of the California Vehicle Code, and as such, the Segway is operable on sidewalks.

Under normal conditions, officers must operate the Segway in compliance with California Vehicle Code §21281.5, which indicates the individual shall travel at a reasonable and prudent speed, which does not endanger the safety of persons or property. Personnel shall yield the right-of-way to all pedestrians on foot, including persons with disabilities using assistive devices and service animals that are close enough to constitute a hazard

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Foot Pursuits

430.1 PURPOSE AND SCOPE

Foot pursuits are inherently dangerous and require common sense, sound tactics and heightened officer safety awareness. This policy sets forth guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot by balancing the objective of apprehending the suspect with the risk of potential injury to the officer, the public or the suspect.

430.1.1 POLICY

It is the policy of this department when deciding to initiate or continue a foot pursuit that officers must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department personnel, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of department personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department personnel.

430.2 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity .

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

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(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

430.3 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the [dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

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(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer definitely known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

430.4 RESPONSIBILITIES IN FOOT PURSUITS

430.4.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

(a) Call sign

(b) Location and direction of travel

(c) Reason for the foot pursuit

(d) Number of suspects and description

(e) Whether the suspect is known or believed to be armed

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify Communications Bureau of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary.

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430.4.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

430.4.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

430.4.4 THE COMMUNICATIONS CENTER RESPONSIBILITIES
Upon being notified or becoming aware that a foot pursuit is in progress, Communications personnel shall, as soon as practicable, notify the field supervisor and provide available information. the Communications Center personnel are also responsible for the following:

(a) Clear the radio channel of non-emergency traffic.

(b) Repeat the transmissions of the pursuing officer as needed.

(c) Relay all pertinent information to responding personnel.

(d) Contact additional resources as directed by a supervisor.

(e) Coordinate response of additional resources to assist with the foot pursuit.

430.5 REPORTING
The initiating officer shall complete the appropriate crime/arrest reports documenting, at minimum, the following:

(a) The reason for initiating the foot pursuit.

(b) The identity of involved personnel.

(c) The course and approximate distance of the pursuit.

(d) Whether a suspect was apprehended as well as the means and methods used.

    1. Any use of force shall be reported and documented in compliance with the Department Use of Force Policy.

(e) Any injuries or property damage.

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Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Automated License Plate Readers (ALPRs)

431.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

431.2 POLICY

The policy of the Glendale Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

431.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Glendale Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Division Commander. The Administrative Services Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

431.3.1 ALPR ADMINISTRATOR

The Administrative Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.

(b) Training requirements for authorized users.

(c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

(d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

(e) The title and name of the current designee in overseeing the ALPR operation.

(f) Working with the Custodian of Records on the retention and destruction of ALPR data.

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(g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

(h) A description of the reasonable measures that will be used to ensure the accuracy of ALPR information and correct data errors (Refer to Operations and Accountability Sections).

431.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

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

431.5 DATA COLLECTION AND RETENTION

The Administrative Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

431.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Glendale Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

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(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, time, license plate number or other data elements used to query the ALPR system, and the purpose for accessing the information (Civil Code § 1798.90.52).

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) To enusre the ALPR system is used in a manner consistent with this policy, system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

431.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

431.8 TRAINING

The Training Manager should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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Homeless Persons

432.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Glendale Police Department recognizes that members of the homeless community are often in need of special protection and services. The Glendale Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

432.1.1 POLICY

It is the policy of the Glendale Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

432.2 HOMELESS COMMUNITY LIAISON

The Chief of Police may designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

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432.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

432.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

432.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a

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supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

432.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Crisis Intervention Incidents Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

432.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Crisis Intervention Incidents

433.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

433.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

433.2 POLICY

The Glendale Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

433.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

433.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

433.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

    1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

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(k) If circumstances reasonably permit, consider and employ alternatives to force.

433.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

433.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the [dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

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433.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing and upon request, prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

Evaluate whether a critical incident stress management debriefing for involved members is warranted.

433.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

433.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

433.10 MISCELLANEOUS INTERACTION WITH PEOPLE IN CRISIS

Miscellaneous members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person

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may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

433.11 EVALUATION

The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

433.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).

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Medical Aid and Response

434.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

434.2 POLICY

It is the policy of the Glendale Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

434.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications Bureau and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications Bureau with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex and age, if known.
4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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434.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for civilian vehicles.

434.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be seen by a medical professional. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

434.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

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Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

434.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

434.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

434.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training and passing a written and skills examination (22 CCR 100020).

The Professional Standards Bureau shall ensure written procedures for the use of AEDs supplemental to this policy are established to comply with 22 CCR 100020.

434.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Manager who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be given to Professional Standards Bureau for appropriate maintenance.

434.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use. The Department shall collect and report AED data annually to the local EMS agency as required by 22 CCR 100021.

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434.8.3 AED TRAINING AND MAINTENANCE

The Training Manager should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency upon request (22 CCR 100021; 22 CCR 100024).

The Professional Standards Bureau is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

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First Amendment Assemblies

435.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

435.2 POLICY

The Glendale Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

435.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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435.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

435.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Communications Bureau, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

435.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

435.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

435.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

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435.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

435.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

435.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

435.8 ARRESTS

The Glendale Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

435.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the News Media Relations Policy).

435.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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435.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, Communications Bureau records/tapes

(g) Media accounts (print and broadcast media)

435.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

435.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.

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Civil Disputes

436.1 PURPOSE AND SCOPE

This policy provides members of the Glendale Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

436.2 POLICY

The Glendale Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

436.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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436.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

436.4.1 STANDBY REQUESTS

Officer responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

436.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

436.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Chapter 5 - Traffic Operations

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Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Traffic enforcement is the responsibility of all uniformed officers and specifically those officers assigned to the Traffic Bureau. The duties and responsibilities of the Traffic Bureau include:

- The investigation of fatal, personal injury, property damage only, City property involved, and hit and run accidents
- The follow-up, review, and analysis of accident reports and records
- The development and coordination of the Department's selective enforcement program such as specialized DUI and speed enforcement efforts
- Providing parking enforcement
- The operation of speed measuring devices
- Traffic safety education and public information
- Traffic enforcement action seeking to detect, apprehend, and deter traffic law violations
- Other traffic enforcement functions as assigned
- Management of tow service contracts

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant.

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500.3.2 CITATIONS
Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation.

500.3.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter

(b) Felony and misdemeanor driving under the influence of alcohol/drugs

(c) Felony or misdemeanor hit-and-run

(d) Refusal to sign notice to appear

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES
If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS
The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency

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conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

Before going into service each employee shall ensure a serviceable high-visibility vest is available for immediate deployment.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Professional Standards Bureau Commander should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

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Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Glendale Police Department generally prepares traffic collision reports in accordance with the California Highway Patrol Collision Investigation Manual (CIM), except as modified by this policy.

501.2 RESPONSIBILITY

The Traffic Lieutenant will be responsible for distribution of the Collision Investigation Manual (CIM). The Traffic Lieutenant will receive all changes in the CIM and disseminate the information to the Department.

501.3 TRAFFIC COLLISION REPORTING

Communications personnel will screen all calls for service regarding traffic accidents. A police unit shall be dispatched to conduct an investigation and complete an accident investigation report under the following circumstances:

- Property damage only accidents occurring on a public highway or public alley when both drivers are still at the traffic accident scene. An accident report is not required if both parties are in the process of or have exchanged information and no police report is requested
- All injury accidents reported from the traffic accident scene or from a local hospital
- All accidents involving City property and/or personnel
- All hit and run accidents when the struck vehicle is still at the scene, regardless of whether the registered owner is at the scene or is the reporting party. If the struck vehicle has been moved from the scene, generally a report should be taken unless directed otherwise by a supervisor, who can refer the reporting party to the traffic investigator.
- All accidents involving drivers under the influence of alcohol or drugs or a combination thereof
- All other traffic accidents will be referred to the Traffic Accident Investigator/Traffic Bureau.

501.4 REPORTING SITUATIONS

Traffic collisions shall be documented using either the Report or Investigation format, in accordance with the Collision Investigation Manual (CIM), unless otherwise provided for in this policy.

"Report" format refers to the Report Narrative Format as defined in the CIM. This format is generally used with the "short form," (CHP 555.03).

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"Investigation" format refers to the Investigative Narrative Format as defined in the CIM. Reports using the Investigative Narrative Format shall be completed using the "long form," (CHP 555 & 556).

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collisions involving City owned vehicles wherein an injury or serious property damage occurs, shall be documented using CHP 555 form, utilizing the "Investigation" format.

A collision involving City property may be documented using the "Report" format when there is no injury, only minor property damage, and the vehicle involved is not operated by the City.

At the direction of a supervisor, an internal memorandum may be taken in lieu of a traffic collision report when the collision occurs on private property, does not involve an injury, does not involve another vehicle, and involves only minor property damage.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or supervisor.

The Traffic Investigator shall ensure the copies of the police report are forwarded to the appropriate City Division as well as Finance and the City Attorney's office.

501.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Glendale Police Department resulting in a serious injury or fatality, the Traffic Lieutenant or the Watch Commander, may ask the California Highway Patrol for assistance. The term serious injury is defined as any injury that may result in a fatality.

When a Department employee is involved in a traffic accident while operating a City-owned vehicle, or while operating a private vehicle in the course of City business, that employee shall:

- Determine if there are injuries involved and, if so, request an ambulance or render aid
- Request the dispatching of a supervisor and a unit to the scene for a traffic accident investigation

(a) INJURIES - In the event of an employee-involved traffic accident where an injury is sustained that requires medical attention, the Traffic Bureau Commander or Sergeant shall be contacted and Traffic Bureau personnel will be assigned to investigate the accident. This includes all traffic accidents involving injury to on-duty Department personnel or other parties, and accidents occurring within the City boundaries involving off-duty Department personnel operating a City owned vehicle. The officer involved in the accident shall not make any statements regarding the accident to anyone not connected with the City.

(b) OUTSIDE THE CITY LIMITS - On-duty Department personnel involved in an accident outside the city limits of Glendale shall notify this Department and request that the agency in the jurisdiction in which the accident occurred conduct a traffic accident

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investigation. Upon completion of this investigation, a copy of the report will be obtained by this agency.

(c) PRIMARY OFFICER RESPONSIBILITIES - The officer assigned to handle a traffic accident, involving on-duty Department employees and/or a Department vehicle, shall conduct a traffic accident investigation at the scene. This investigation shall include the names and personal information of involved parties, statements, officer's observations, and other pertinent information. The information shall be reported on a Traffic Collision Report. When the accident involves a sworn Department employee, or a fire fighter, in an emergency vehicle, the investigating officer shall print "Code 999 On-duty Emergency Vehicle" on the face of the report above the printed heading, "Traffic Collision Report." In the space where the involved driver's name is written, the words, "Glendale Police Driver," or "Glendale Fire Driver" shall be printed above the driver's name.

(d) SUPERVISOR'S DUTIES - The supervisor responding to the scene shall coordinate the investigation of the traffic accident and ensure that the investigation is complete, accurate, and unbiased. If necessary, the supervisor may request a member of Forensic Services to photograph the accident scene.

In any collision involving on-duty Glendale Police Department personnel, if possible, a supervisor shall be dispatched. In addition to ensuring the collision is documented in accordance with this policy, the supervisor shall also complete an internal memorandum, Z-7, to the Bureau Commander setting forth an overview and an evaluation of the traffic accident.

501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

Any City employee involved in an accident while operating a City-owned vehicle, or while operating a private vehicle in the course of City business, shall report the accident immediately. A traffic accident report will be completed as prescribed with a notation on the top of the face page stating, "TA CPI".

The Traffic Lieutenant or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

Traffic collision reports are not required for traffic collisions that occur on private property unless there is a fatality or injury to any person involved, a hit-and-run violation, or a Vehicle Code violation which is subject to prosecution, such as a DUI. In those cases refer to the guidelines found in 502.4.5.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

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(a) When the collision involves a fatality or an injury to any persons involved in the collision

(b) When there is an identifiable violation of the Vehicle Code where prosecution may be sought. This includes, but is not limited to, hit and run, DUI, and evasion

(c) When a report is requested by any involved driver and all parties are on scene when the officer arrives

Collisions involving a fatality, injury, or violation of any law for which prosecution may be sought shall be documented using the "Investigation" format. Collisions involving only property damage, collisions involving only property damage in which a driver is driving without a license or on a suspended license, or a hit and run when no suspect or suspect vehicle information is available may be documented using the "Report" format.

501.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a traffic collision involving a fatality or serious injury, the Watch Commander shall notify the Traffic Lieutenant, relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau. In the absence of a Traffic Lieutenant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

501.6 TRAFFIC COLLISION REPORTING

Once a traffic accident report has been completed, approved, and filed with the Records Bureau, it shall not be altered. If it becomes necessary to record statements or facts in addition to those contained in the original report, a supplemental report shall be completed.

All traffic collision reports taken by members of this department shall be forwarded from the Records Bureau to the Traffic Bureau for State Wide Records System (SWITRS) compliance verification before forwarding to the California Highway Patrol.

501.6.1 PUBLIC AVAILABILITY OF TRAFFIC REPORTS

Officers will advise those individuals involved in a traffic accident who wish to get a copy of the report to wait at least five days.

Should an involved party wish to contest the contents of a traffic accident report, that individual should either be referred to the Traffic Bureau Investigator or instructed to submit a written statement concerning the accident to the Traffic Bureau.

501.6.2 TRAFFIC ACCIDENTS-ARRESTS

When an arrest is made during an incident where a Traffic Collision Report is made, information pertaining to the testing, arrest, booking, and statement(s) of the suspect, shall be documented on a supplemental report. The supplemental report is necessary due to the availability of the accident report to an involved party.

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Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Glendale Police Department. Nothing in this policy shall require the Department to tow a vehicle.

502.2 STORAGE AND IMPOUNDS

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

502.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should to be given to the tow truck operator and the original shall be submitted to the Records Bureau as soon as practicable after the vehicle is stored.

502.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a tow company will be selected based on the geographical area .

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of Glendale. The officer will then store the vehicle using a CHP Form 180.

502.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee’s vehicle subject to the exceptions described below. The vehicle, however, shall be impounded whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

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The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

502.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

502.2.5 VEHICLE IMPOUND- HIT & RUN

The California Vehicle Code, Section 22655, empowers a police officer to impound a vehicle from a highway, if the officer has reasonable cause to believe that the vehicle has been involved in a hit and run accident. Impounding the vehicle is not mandatory.

A vehicle impounded under 22655(B) CVC must be released on the demand of the owner upon the expiration of forty-eight hours (from the time of the vehicle's impound). Therefore, it is the responsibility of the officer impounding the vehicle to make arrangements for the scientific examination of the vehicle.

502.2.6 VEHICLE IMPOUNDS-STOLEN OR EMBEZZLED NOTIFICATION

It shall be the responsibility of the officer who recovered the vehicle to ensure that the following notification and cancellation procedures are accomplished:

- If the vehicle has been stolen or embezzled from another jurisdiction within the County of Los Angeles, the reporting agency shall be notified by telephone of the recovery of

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the vehicle. All pertinent information as to the name, address, and telephone number of the registered owner shall be verified to ensure accuracy

- If the owner resides within the City of Glendale, the owner shall be notified by telephone and informed that the vehicle has been recovered and that it is/is not available for release. If it is not available, the owner shall be advised to contact the Auto Theft Detail
- Ensure that the Stolen Vehicle System (SVS) is updated by immediately notifying Records Bureau personnel. Records Bureau personnel shall attach the original copy of the teletype update to the original vehicle report
- If the vehicle has been stolen or embezzled from another jurisdiction, ensure that the reporting agency is officially notified of the recovery of the vehicle by direct teletype message. The Records Bureau shall attach a copy of this teletype message to the original vehicle report

502.2.7 VEHICLE IMPOUNDS-RELEASE EXCEPTIONS

When an officer recovers a stolen vehicle or impounds a vehicle, it shall be available for release with the following exceptions:

- There are holds placed in the Stolen Vehicle System (SVS) by outside agencies
- There is physical evidence to recover
- A hold has been placed on the vehicle by Investigative Services personnel
- The vehicle has been used in a crime
- Follow up by the Traffic Bureau is necessary

If a vehicle is held for one of the above circumstances, the word HOLD shall be written and visible across the top of the CHP 180 form.

502.2.8 VEHICLE IMPOUNDS-OUTSIDE AGENCY

All stolen vehicles with holds placed by an outside agency or by this Department, shall be impounded and released only by the investigating agency or the Glendale investigator assigned to the case.

502.2.10 DRIVING A NON-CITY VEHICLE

Vehicles which are to be towed at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

502.2.11 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, communications personnel shall promptly telephone the specified authorized towing service. The officer shall be advised when any delay is quoted.

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502.2.12 RECORDS BUREAU RESPONSIBILITY
Records personnel shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved storage forms shall be promptly placed into the master case file so that they are immediately available for release or review should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the Records Bureau to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice shall be sent to all such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

(a) The name, address, and telephone number of this Department.

(b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.

(c) The authority and purpose for the removal of the vehicle.

(d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, in writing, or by telephone within 10 days of the date appearing on the notice.

502.3 TOWING SERVICES
The City of Glendale periodically selects several firms to act as the official tow service companies and awards a contract to those firms. These firms will be used in the following situations:

(a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.

(b) When a vehicle is being held as evidence in connection with an investigation.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

502.4 VEHICLE INVENTORY
All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

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502.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.6 RELEASE OF VEHICLE

The Department will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

(a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(b) Vehicles removed that require payment of parking fines or proof of valid driver’s license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver’s license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:

1. The vehicle was stolen.
2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
3. Any other circumstance as set forth in Vehicle Code § 14602.6.
4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

(d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release. ARS should be consulted to determine if the vehicle is attached to a case assigned to detectives. If so, the release of the vehicle should be done by the handling detective or a detective from the

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assigned unit. If this is impracticable or the case is not assigned to a detective, the release can be made without further delay.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

502.6.1 RELEASE OF IMPOUND VEHICLES

The officer releasing an impounded vehicle shall confirm that all obligations with the Department of Motors Vehicles, the courts, and this agency have been complied with. All outstanding citations must have been paid, the registration must be in order, and the person taking possession of the vehicle must have a valid license.

A vehicle may be released to a licensed driver other than the registered owner by either of two ways:

- The registered owner is present and signs the release form
- A notarized letter from the registered owner is presented authorizing the third party to take possession of the vehicle and holding the City of Glendale harmless for the release of the vehicle to the third party.

If the vehicle is being held in an investigation, only the assigned investigator may release the vehicle. Once this has been done, the Vehicle Impound Release Form can be completed and the release fee collected. The individual taking possession of the vehicle shall be given a copy of the release form and told which towing company to contact. Upon presentation of satisfactory identification, proof of ownership, or written authorization from the present owner, the towing company may release the vehicle. Towing and storage fees are the responsibility of the registered owner.

502.6.2 RELEASE OF STORED VEHICLES

When a person makes an inquiry regarding the release of a stored vehicle, that individual shall be referred to the garage where the vehicle is being stored. This individual should further be advised that in order to secure the release of the vehicle, proof of ownership along with satisfactory identification must be presented to the towing company. If an individual other than the registered owner is attempting to retrieve the stored vehicle, then written authorization from the owner must be presented. Any vehicle classified, as "stored" does not require a release from this Department.

502.6.3 WAIVER OF IMPOUND FEES

Impound fees shall not be collected on vehicles impounded for the following reasons:

(a) When the vehicle is a recovered stolen and the vehicle is being released to the owner or a designate

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(b) When the vehicle was taken as evidence, or as the container of evidence, or as a part of a criminal investigation and the registered owner of the vehicle was a witness or victim of a crime, and not the suspect

(c) When the vehicle was impounded in error

(d) When a post-storage hearing was requested, and it is determined after the hearing that thefacts disclosed warrant a waiver of fees. The Traffic Bureau Commander, or his/her designee, shall approve this type of waiver.

502.7 DOJ NOTIFICATION

When the owner of a stored or impounded vehicle cannot be determined or cannot be notified within 120 hours after storage, Records shall forward a copy of the CHP 180, Notice of Stored Vehicle, to the Department of Justice.

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Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Glendale Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852). A member of the Traffic Bureau will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code §§ 22851.3(e)(2) and 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §§14602.6(b) and 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code §§ 14602.6(b) or 14608(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations

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where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

(a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.

1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted with the approval of a supervisor.

(b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)), unless the tow and storage was directed by an officer of another agency.

(c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded to the Traffic Bureau Commander. The hearing officer will recommend to the Traffic Bureau Commander that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the City.

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Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Glendale Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

(b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).

(c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.3.1 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

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504.3.2 BREATH SAMPLES

The Traffic Lieutenant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Lieutenant.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (Vehicle Code § 23612(a)(2)(C)).

504.3.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.3.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

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504.3.5 STATUTORY NOTIFICATIONS
Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.3.6 PRELIMINARY ALCOHOL SCREENING
Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.3.7 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21
If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

504.4 REFUSALS
When an arrestee refuses to provide a viable chemical sample, officers should:

(a) Advise the person of the requirement to provide a sample (Vehicle Code § 23612).

(b) Audio- and/or video-record the admonishment when it is practicable.

(c) Document the refusal in the appropriate report.

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the arestee and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

504.4.1 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained (Penal Code § 1524).

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of

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alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.4.2 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video if practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.4.3 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the arrestee and take possession of any state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

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504.5 RECORDS BUREAU RESPONSIBILITIES

The Records Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.6 ARREST AND INVESTIGATION

504.6.1 WARRANTLESS ARREST

In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.

(b) The person is observed in or about a vehicle that is obstructing the roadway.

(c) The person will not be apprehended unless immediately arrested.

(d) The person may cause injury to him/herself or damage property unless immediately arrested.

(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.6.2 OFFICER RESPONSIBILITIES

The officer serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Department of Motor Vehicles (DMV).

(b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.

(c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

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Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for citations, the procedure for dismissal, correction, and voiding of citations.

505.2 RESPONSIBILITIES

(a) Citation forms: The Traffic Lieutenant shall be responsible for the development and design of all Department citations in compliance with state law and the Judicial Council. The Traffic Bureau shall be responsible for ensuring an adequate supply of citations is maintained.

(b) Citation books - General: Department personnel shall obtain personal service and parking citation books from the Records Bureau and shall be accountable for each book so issued.

1. Upon receiving a citation book, the employee shall check it to ensure that it contains the correct number of consecutively numbered citations. If a discrepancy is found, the employee shall immediately report this information verbally, by e-mail or by written memorandum to the Records Bureau Administrator.

(c) Citation books - Responsibility: Every employee shall be held strictly accountable for each issued citation book and its contents.

(d) Missing citations or citation book - Employees: Upon the discovery that a citation or a citation book is missing, employees shall immediately report this information to their immediate supervisor.

(e) Missing citations or citation book - Supervisor: If a citation or a citation book cannot be located, the Records Bureau Administrator shall inform the Commander of the Field Services Division. The employee's Division Commander shall request an explanation in writing from the employee who was issued the citation book. The employee shall state any knowledge or reasons why the missing citation(s) or citation book cannot be accounted for.

505.3 DISMISSAL OF CITATIONS

The following criteria shall be used when determining whether a citation should be voided or dismissed:

- The person to whom the citation was issued is subsequently arrested and booked, and the violation for which the person was cited is merged with the arrest offense
- The officer has mistakenly identified the person to whom the citation was issued
- The offender is identified as being entitled to diplomatic immunity

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- The citing officer makes an error in the completion of the citation or it is mutilated and another citation is issued to the offender
- The cause of the issuance was apparent disobedience to any official sign or traffic control device, and it is subsequently determined that the device or sign was obscured, displaced, or malfunctioning
- The officer receives an emergency call for service prior to completing the cite

505.3.1 REQUESTS FOR COURT DISMISSAL

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)).

Should an officer determine during a court proceeding that a traffic citation should be dismissed in interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required.

505.4 VOIDING CITATIONS

Voiding a citation may occur when a citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Traffic Bureau with a memorandum explaining the reasons the citation is to be voided.

505.5 CORRECTION OF CITATIONS

When a citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Traffic Bureau. The Traffic Bureau shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

The face of the original citation shall not contain any additional information which does not appear on the violator's copy.

505.6 DISPOSITION OF CITATIONS

The employee shall submit the original and second copy of completed citation(s) to the Records Bureau as soon as possible, but no later than the end of the employee's tour of duty.

Upon separation from employment with the this department, all employees issued traffic citations books shall return any unused citations to the Records Bureau.

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505.6.1 TRIAL BY DECLARATION PROGRAM

When a violator elects to have a trial by declaration, the processing agency will forward a copy of the declaration to Subpoena Control for processing within the Department. The Subpoena Control Officer will advise the citing officer that a Trial by Declaration has been requested. The Supplemental Citation Information Form, TR 235, will be provided to the officer. This form will be completed and returned to the Court Liaison Officer no later than five calendar days from date of receipt or the employee's first day back to work, whichever is later. When completed and returned to the Court Liaison Officer, the forms will be returned to the Court. A magistrate who will render a verdict will review the citation, defendant's declaration and the officer's supplemental form.

505.7 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

505.7.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels (Vehicle Code § 40215; Vehicle Code § 40230):

(a) Administrative reviews are conducted by designated city personnel who will review written/documentary data. Requests for administrative reviews are available at the front desk or via the city's website at the address stated on the back of the citation.These requests are informal wirtten statements outlining why the notice of parking vioaltion should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.

(b) If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments, and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.

(c) If the appellant wishes to pursue the matter beyond an administrative hearing, a Superior Court review may be presented in person by the appellant after an application for review and designated filing fees have been paid to the Superior Court of California.

505.7.2 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

(a) Requests for an administrative review must be postmarked within 21 calendar days of issuance of the notice of parking violation, or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation (Vehicle Code § 40215(a)).

(b) Requests for administrative hearings must be made no later than 21 calendar days following the notification mailing of the results of the administrative review (Vehicle Code § 40215(b)).

(c) An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to Vehicle Code

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§ 40200 - 40225. The person requesting the hearing may request one continuance, not to exceed 21 calendar days (Vehicle Code § 40215).

(d) Registered owners of vehicles may transfer responsibility for the violation via timely affidavit of non-liability when the vehicle has been transferred, rented or under certain other circumstances (Vehicle Code § 40209; Vehicle Code § 40210).

505.7.3 COSTS

(a) There is no cost for an administrative review.

(b) Appellants must deposit the full amount due for the citation before receiving an administrative hearing, unless the person is indigent, as defined in Vehicle Code § 40220, and provides satisfactory proof of inability to pay (Vehicle Code § 40215).

(c) An appeal through Superior Court requires prior payment of filing costs, including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Superior Court.

505.8 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile’s age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

505.9 CHANGE OF VENUE

Under certain circumstances, a person cited for a traffic violation may request to appear at the court designated as the County Seat. When this occurs, the person will be cited to appear at one of the five branch courts such as Metro Traffic Court (L.A.), Van Nuys Court, Chatsworth Court, West Los Angeles Court, or San Pedro Court during the business hours of that court. The current address of each court is on file with the Traffic Bureau.

505.10 PROHIBITION OF PLEA NEGOTIATIONS (PLEA BARGAINING)

Members of this depatiment should not engage in any negotiations with a defendant or a defendant's attorney when subpoenaed in cases where no prosecuting attorney is assigned. This includes the modification of the charges against the defendant in exchange for any plea.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

Nothing in this policy shall be construed to impose liability on the City of Glendale or its police officers.

506.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.4 PUBLIC ACCESS TO THIS POLICY

This written policy is available upon request.

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72-Hour Parking Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the City of Glendale Ordinance regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22651(k) and § 22669.

507.2 MARKING VEHICLES

Whenever a vehicle is observed or a complaint is received regarding an obviously abandoned vehicle, as described in Vehicle Code §22669(d), or a vehicle allegedly parked in violation of the City of Glendale 72-Hour Parking Ordinance, the license number or VIN will be queried through the Stolen Vehicle and Registration System. If the vehicle has no wants it will entered in the Glendale Police Department abandoned vehicle service request log.

The police employee shall proceed in one of these two ways:

- Officer(s) responding to an obviously abandoned vehicle, shall seize and store the vehicle immediately per Vehicle Code §22669(d)
- Officer(s) responding to a report of an abandoned vehicle and find there is no evidence that the vehicle is abandoned shall properly mark the vehicle by placing an object on the top of the tire or by marking a tire with chalk, or a similar marking instrument, in such a way that it will be possible to determine that the vehicle was not moved within the last 72 hours.

All marked vehicles shall be submitted to the Traffic Bureau for computer data entry. Non-parking enforcement personnel are to submit the completed bottom portion of form P-1007, Parking Warning, for data entry purposes.

507.2.1 ABANDONED VEHICLE FILE

Parking control officers assigned to the Traffic Bureau shall be responsible for the follow up investigation of all 72-hour parking violations noted in the abandoned vehicle computer service request log.

507.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report (CHP form 180) shall be completed by the officer authorizing the storage of the vehicle. The narrative portion of the CHP 180 is to include the date and time the vehicle was marked, how and by whom it was marked, along with whether the top portion of Form P-1007 was left on the vehicle.

The storage report form shall be submitted to the Records Bureau immediately following the storage of the vehicle. It shall be the responsibility of the Records Bureau to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

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72-Hour Parking Violations

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Bureau to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

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

600.2 MODIFICATION OF CHARGES FILED

Employees are not authorized to recommend to the District Attorney, City Attorney, or to any other official of the court that charges on a pending case be altered or the case dismissed. In all cases resulting in court prosecution, any request to modify the charges filed or to recommend dismissal of charges in a pending case shall be made to the District Attorney's Office or City Attorney's Office only as authorized by a Division Commander or the Chief of Police.

600.3 CUSTODIAL INTERROGATION REQUIREMENTS

Officers should record every custodial interrogation or investigative interview. The recording should be done electronically, (audio/video or both as available), and in its entirety. Under limited circumstances and through a written memo, a Bureau Commander may suspend for his/her Bureau the requirement to record custodial interrogations or investigative interviews.

All recordings of custodial interrogations and investigative interviews will be retained for a period of not less than two years from the date in which they were made (Government Code §34090). The responsibility for retention of the recording lies with the detective assigned to the case. Any individual who becomes aware of the need to retain a recording beyond the two year time frame shall notify the Custodian of Records. The Custodian of Records for digital video is the Information Technology Manager. The Custodian of Records for audio recordings is the Subpoena Control Officer.

In those situations in which retention is requested beyond the two year time frame the individual requesting the retention will notify the Custodian of Records when the criminal or civil case has come to a conclusion and the records can be destroyed/purged. Once a criminal case is concluded and destruction/purging is considered, the possibility of appeals or civil action should also be taken into consideration. Recordings in which a life sentence or death sentence is imposed are to be kept indefinitely.

The Custodian of Records for their respective media is responsible for the destruction of recordings. Destruction shall only be conducted by order of the Chief of Police pursuant to a resolution by City Council or other legal order. With the exception of the Custodian of Records, as previously outlined, officers/employees shall not erase, record over, intentionally destroy or otherwise discard official recordings.

Officers should continue to prepare written summaries of custodial questioning and investigative interviews and continue to obtain written statements from suspects when applicable.

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600.3.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility or other official setting. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The individual refuses to have the interrogation recorded, including refusal anytime during interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation took place in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed a murder.

(e) The interrogation would disclose the identity of a confidential informant or jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement was not feasible.

(g) Questions are part of a routine processing or booking, and not an interrogation.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction of the individual or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institution Code § 626.8).

600.3.2 REVIEW/COPY OF RECORDED MEDIA FILES

The review of any electronic recording must be done for official Glendale Police Department business and access to review and/or obtain a copy of recorded media is permitted on a right to know, need to know basis as follows:

(a) By a supervisor investigating a specific act of officer conduct

(b) By any member of the Department who is conducting in an official investigation such as a personnel complaint, administrative investigation or criminal investigation, unless the member of the Department is a subject in of the investigation

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(c) By the personnel who originally recorded the incident for the purpose of preparing a report or preparing for courtroom testimony

(d) By police supervisors or specific designees for the purpose of a random or specific audit.

(e) By media personnel with permission of the Chief of Police or authorized designee

(f) Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case. Only certified copies will be offered as evidence in any legal proceeding.

Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes.

600.4 POTENTIALLY EXCULPATORY EVIDENCE OR FACTS

Officers must include in their reports adequate reference to all material evidence and facts which are reasonably believed to be exculpatory to any individual in the case. If an officer learns of potentially exculpatory information anytime after submission of the case, the officer must notify the prosecutor as soon as practicable. This notification must be done in written format. Consideration for the format in which the prosecutor is notified can be done through a police report or corresponding letter, either of which must be placed in the case file. The dates of discovery and notification to the prosecutor are important elements that should be included in any written document.

Evidence or facts are considered material if there is a reasonable probability that they may impact the result of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

600.5 DISPOSITION OF ARREST FORMS-RESPONSIBILITY

If a case is filed or rejected by the District Attorney's Office the disposition of arrest information is completed by the District Attorney's office.

If a case is not filed, the disposition of arrest needs to be completed based on the following circumstances:

(a) If the suspect is still held in our Jail, and the investigator determines that a certificate of release is appropriate, per 849 of the Penal Code, the investigator is to notify jail personnel that a Detention Certificate is being issued. The investigator is to supply the jail with a reason code from the DOJ form and the Jail will enter the disposition

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information directly into Livescan, which will be sent to DOJ through the Automated Justice Information System (AJIS).

(b) If the suspect has been released from Jail, and the investigator determines the case should not go to District Attorney's Office, then it is the investigator's responsibility to complete the JUS 8715 form and send it to the Department of Justice as well as mail a Detention Certificate to the suspect.

600.6 EXTRADITION REQUIREMENTS

Whenever Department personnel are assigned as State Extradition Agents they shall comply with applicable State law, Los Angeles County District Attorney Rules and Regulations, and the regulations and procedures of this Department.

The Extradition Section of the District Attorney's Office will prepare and process all documents pertaining to the extradition of fugitives which do not directly relate to the advancement and reimbursement of expenses; personnel shall abide by the procedures of that office in all non-financial matters.

When authorized to represent the police department and act as a state extradition agent, personnel should contact the District Attorney's Office Extradition Section for additional information and the specific procedures to be followed in order to complete the extradition. Once officially sworn in as a State Agent, personnel should receive a letter from the extradition office addressed to the City Director of Finance providing a written estimate of extradition expenses. This letter shall be given to the City Finance Director along with a Request for Demand obtained from the Department's Budget and Property Administrator. For all out of state extraditions, prior authorization must be obtained from the City Manager's office. The estimated amount of expenses may be advanced to the officers involved in the extradition.

Receipts for all expenses incurred during the extradition process must be obtained and presented to the appropriate Bureau Commander upon return. All advanced funds not expended during the extradition shall be returned to the City Director of Finance as soon as possible and a receipt obtained. All other documents should be returned to the extradition office.

The appropriate Bureau Commander shall review the total expenses incurred for all persons involved and collect the receipts. The Bureau Commander shall present the receipts to the Department's Budget and Property Administrator who will complete the State Agent Travel Expense Claim form. Once all of the required documentation is complete, the Budget and Property Bureau Administrator shall submit the claim form with any required supporting documentation to the State of California seeking reimbursement for the extradition related expenses.

600.7 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Investigative Services Division Commander is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

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(a) Security procedures are developed to protect information gathered through the use of the technology.

(b) A usage and privacy policy is developed that includes:

1. The purposes for which using cellular communications interception technology and collecting information is authorized.
2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
3. Training requirements necessary for those authorized employees.
4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
5. Process and time period system audits.
6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

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600.8.1 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

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JUVENILE INVESTIGATIONS

601.1 PURPOSE AND SCOPE

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

601.2 JUVENILE PETITIONS

The assigned investigator shall complete a Juvenile Petition Request, form P-726 when the circumstances indicate the necessity for referral to the Juvenile Court. Petition requests shall be submitted in all legally sufficient cases when:

A felony offense resulting in death or serious injury is involved

The use of any firearm or weapon, (as defined in the "Deadly Weapon Control Law, Article 2, of the Penal Code") during the commission of any crime is verified

A serious crime against a law enforcement officer or school employee, while they are acting in their official capacity, is committed

A violation which contributes to a major disturbance of legitimate school activities is involved

Juveniles are arrested while on active probation or parole with concurrence of probation

When the juvenile is arrested for driving under the influence of drugs and/or alcohol

Or for any offense when formal juvenile court disposition is desired

601.2.1 DECLERATION OF UNFITNESS

When a Juvenile Court petition alleges that a juvenile was 16 years of age or older at the time he/she allegedly committed a crime and that the juvenile would not be amenable to the care, treatment, or training program available through the Juvenile Court, the Juvenile Court may declare the juvenile unfit for handling as a juvenile and direct that the juvenile be prosecuted as an adult.

A declaration of unfitness affects only the issues of the concerned petition.

Subsequent arrests of this subject while still a juvenile shall be handled on their own merits notwithstanding a previous declaration of unfitness.

(a) DUTIES OF ASSIGNED INVESTIGATOR - When a juvenile court petition results in a "declaration of unfitness," the assigned investigator shall:

1. Present two copies of the declaration and other concerned reports to the District Attorney's office as ordered by the declaration
2. When the juvenile remains in custody, the investigator shall cause the juvenile to be arraigned within 48 hours from the time of the signing of the declaration of unfitness

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3. If the juvenile does not remain in custody, the investigator shall seek a complaint without delay

4. When the juvenile remains in custody, the presiding judge of the juvenile court will order the Sheriff's Department to transport the juvenile to an appropriate detention facility.

(a) REFUSAL OF COMPLAINT - If the District Attorney refuses to issue a complaint, the investigator shall immediately notify the Criminal Investigations Bureau Commander who, in turn, will notify the court, which issued the declaration of unfitness. The Bureau Commander shall also make arrangements for the immediate release of the juvenile.

601.3 PETITION AND WARRANT REQUEST

A non-detained petition and warrant request shall be made when a juvenile is taken into custody and detained outside Los Angeles County, but within this State, and only in those cases when it is impractical for a member of this Department to return the juvenile, and it is necessary that the juvenile be returned in custody.

Detention time commences when the juvenile was apprehended by the outside jurisdiction and the warrant must be secured within the detention time limit. Frequently, time does not permit the issuance of a warrant, in which case, the final disposition of the juvenile is the responsibility of the jurisdiction of arrest.

601.4 JUVENILE AUTOMATED INDEX ENTRIES

The following juvenile case dispositions are to be used for Juvenile Automated Index (JAI) entries:

- NON-DETAINED PETITION: This disposition is used when the minor has either been released from custody or has yet to be arrested. A petition will be filed with the Juvenile District Attorney's Office requesting a filing.
- DETAINED PETITION: This disposition is used when the minor is detained and a petition has been filed with the Juvenile District Attorney's Office.
- COUNSELED AND RELEASED: This disposition may be used when the investigation reveals that the parent and the juvenile may effect a satisfactory adjustment unaided, and no further action need be taken This disposition shall not be used when a juvenile is on active probation, parole, or booked on a warrant
- REFERRAL: This disposition may be used when the investigator knows that the particular agency recommended has appropriate programs for the guidance and adjustment of the juvenile and the agency agrees to handle the case The referral should be made only when the parent indicates a willingness to participate and become involved with the program offered by the agency
- JUVENILE TRAFFIC: The matter has been referred to juvenile traffic court

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Sexual Assault Investigations

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

602.2 POLICY

It is the policy of the Glendale Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

602.3 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Communications Bureau, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

No opinion of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

602.3.1 VICTIM RIGHTS

Whenever there is an alleged sexual assault, the assigned officer shall accomplish the following:

(a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any other rights of a sexual assault victim pursuant to Penal Code § 680.2, and the right to

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have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

(b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).

1. The officer shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 679.04).

2. A support person may be excluded from the examination by the officer or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

602.3.2 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting officer shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

Except as authorized by law, members of this department shall not publicly disclose the name of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293).

602.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART.

602.5 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

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602.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

602.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). Generally, SAFE kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned Assaults Unit Supervisor shall ensure that an information profile for the SAFE kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned Assaults Unit Supervisor determines that a SAFE kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the Assaults Unit Supervisor shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned Assaults Unit Supervisor shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned officer shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680(d)).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

602.6.2 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant

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delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

(a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.

(b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):

1. To be informed if a DNA profile of the assailant was obtained from the testing of the SAFE kit or other crime scene evidence from their case.

2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.

3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.

(c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned officer informed with regard to current address, telephone number, and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

602.6.3 STANDARDIZED SEXUAL ASSAULT FORENSIC MEDICAL EVIDENCE KIT

The Property Bureau supervisor should make California standardized sexual assault forensic medical evidence (SAFE) kits available to members who may investigate sexual assault cases. Members investigating a sexual assault should use these SAFE kits when appropriate and follow related usage guidelines issued by the California Clinical Forensic Medical Training Center (Penal Code § 13823.14).

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602.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Assaults Unit Supervisor.

Classification of a sexual assault case as unfounded requires the Assaults Unit Supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

602.8 CASE REVIEW

The Investigative Services Division supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

602.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigative Services Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

602.10 TRAINING

Subject to available resources, periodic training will be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.
5. Proper use and handling of the California standardized SAFE kit (Penal Code § 13823.14).

(b) Qualified investigators who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.

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2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

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Asset Forfeiture

603.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Glendale Police Department seizes property for forfeiture or when the Glendale Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture- The following may be subject to forfeiture:

(a) Property related to a narcotics offense, which includes (Heath and Safety Code § 11470; Health and Safety Code § 11470.1):

1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.
2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.
3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.
4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.
5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors.

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(b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):

1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.

2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

Seizure -The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

603.2 POLICY

The Glendale Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Glendale Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

603.3 LEGISLATIVE GUIDELINES

In order to ensure the proper utilization of the laws permitting the seizure and forfeiture of property the legislature has established the following guidelines:

(a) Law enforcement is the principal objective of forfeiture. Potential revenue must not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations, or the due process rights of citizens.

(b) No prosecutor's or sworn law enforcement officer's employment or salary shall be made to depend upon the level of seizures or forfeitures he or she achieves.

(c) Whenever appropriate, prosecutors should seek criminal sanctions as to the underlying criminal acts which give rise to the forfeiture action.

(d) Seizing agencies shall have a manual detailing the statutory grounds for forfeiture and all applicable policies and procedures. The manual shall include procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership.

(e) Seizing agencies shall implement training for officers assigned to forfeiture programs, which training should be ongoing.

(f) Seizing agencies shall avoid any appearance of impropriety in the sale or acquisition of forfeited property.

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(g) Seizing agencies shall not put any seized or forfeited property into service.

(h) Unless otherwise provided by law, forfeiture proceeds shall be maintained in a separate fund or account subject to appropriate accounting controls and annual financial audits of all deposits and expenditures.

(i) Seizing agencies shall ensure that seized property is protected and its value preserved.

(j) Although civil forfeiture is intended to be remedial by removing the tools and profits from those engaged in the illicit drug trade, it can have harsh effects on property owners in some circumstances. Therefore, law enforcement shall seek to protect the interests of innocent property owners, guarantee adequate notice and due process to property owners, and ensure that forfeiture serves the remedial purpose of the law.

603.4 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

603.4.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property subject to forfeiture authorized for seizure under the authority of a search warrant or court order.

(b) Property subject to forfeiture not authorized for seizure under the authority of a search warrant or court order when any of the following apply (Health and Safety Code § 11471; Health and Safety Code § 11488):

1. The property subject to forfeiture is legally seized incident to an arrest.
2. There is probable cause to believe that the property was used or is intended to be used in a violation of the Uniform Controlled Substances Act and the seizing officer can articulate a nexus between the property and the controlled substance offense that would lead to the item being property subject for forfeiture.

Officers aware of assets that may be forfeitable as a result of criminal profiteering or human trafficking should consider contacting the district attorney regarding a court order to protect the assets (Penal Code § 186.6; Penal Code § 236.6).

Whenever practicable, a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

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603.4.2 SEIZED CURRENCY

Currency seized subject to forfeiture will be placed in a serialized sealable bag. The receipt portion will be given to the case investigator and retained with the case documents.

Currency seized will be given to a Special Investigations Sergeant or Lieutenant. The currency will be transported immediately to the Glendale Police Department and secured in the Special Investigations Bureau safe. As soon as possible, the SIB sergeant or Lieutenant will log the currency with the Property Bureau, verify the bag number with the investigator, and then transport it to a bank to be counted and deposited in the appropriate account. At least two people (one being a SIB Lieutenant or Sergeant) should be present.

If there is a need to book the currency into evidence/property, the currency will be booked on a single property form notating "subject to asset forfeiture" in the comments section of the property form. The seizing officer shall notify the Special Investigations Division Commander of the booked currency and the circumstances of the seizure as soon as possible.

603.4.3 SEIZED VEHICLES

Vehicles seized subject to forfeiture will be taken to a designated secure storage facility. A seized vehicle should not be impounded. The officer seizing the vehicle shall notify the detective supervisor of the seizure of the vehicle and circumstances of the seizure as soon as possible.

If the vehicle cannot be driven, a tow truck will be used to tow the vehicle to the storage facility.

Personal property located in a seized vehicle shall be removed and booked into Property as either evidence or for safekeeping.

603.4.4 FRANCHISE TAX BOARD NOTIFICATION

A peace officer making a seizure pursuant to Section 11471 of the Health & Safety Code shall notify the Franchise Tax Board where there is reasonable cause to believe that the value of the seized property exceeds five thousand dollars ($5,000).

603.5 ASSET FORFEITURE LOG

A computerized inventory of all asset forfeiture cases shall be kept in the Special Investigations Bureau. The inventory shall include the following:

- Case number
- Date of seizure
- Value
- Type of seizure (federal or state)
- Status of the seizure

Information maintained on the log will be provided to the Chief of Police or authorized staff, as requested.

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603.6 MAINTAINING SEIZED PROPERTY

The Property Bureau Supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

603.7 DISPOSITION OF FORFEITED PROPERTY

Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer's employment or salary depend upon the level of seizures or forfeitures he/she achieves (Heath and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

603.8 CLAIM INVESTIGATIONS

An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

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Informants

604.1 PURPOSE AND SCOPE

The development and use of informants is an integral part of the Police Department's intelligence gathering and investigative process. The use of informants, however, is also a complex area of law enforcement requiring sound judgment and well established procedures. The establishment of a formal and controlled relationship between the informant and the investigating officer, requiring close oversight by the investigator's supervisor, is necessary.

604.1.1 INFORMANT DEFINITION

An informant is defined as an individual who provides information to the police under one or more of the following circumstances:

- On a recurring basis and on which law enforcement action is taken
- For monetary compensation
- For consideration regarding criminal charges
- To provide undercover information at the direction of a police investigator

604.2 INFORMANT FILE SYSTEM

Access to informant files shall be strictly limited to only those with a need and right to access same. Informant files shall be kept within a secure environment in two physical locations of the police department: the Vice/Narcotics Unit and the Organized Crime/Intelligence Unit. Informant files shall be kept in a locked file or safe that can only be physically accessed by supervisors/managers of the Vice/Narcotics and/or Organized Crime/Intelligence Unit. Members of other investigative units who create informant files shall ensure that said files are retained in one of the above locations only. Informant files may not be duplicated for retention in other areas of the Department.

604.2.1 FILE SYSTEM PROCEDURE

Informant files shall not be filed according to the name of the informant. Each informant shall be assigned an individual control code and this code shall be kept confidential and not provided to the informant. Files shall be ordered according to the individual control number. A log of all informants and individual codes shall be retained in a safe that is physically separated from the informant files and is accessible only to supervisors and managers of the Vice/Narcotics Unit and Organized Crime/Intelligence Unit.

Prior to use, all confidential informants shall be cleared via the Los Angeles County Clearing House, (LACLEAR).

604.3 USE OF INFORMANTS

The use of informants is limited to sworn personnel assigned to investigative units. Personnel shall not maintain or use informants unless authorized by their Division Commander. Field Services personnel having contact with potential informants shall refer said informants to the appropriate investigative unit.

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Those personnel assigned to an investigative unit, before using an individual as a confidential informant, must receive approval from their bureau commander. If there are exigent circumstances and the need for expediency is a factor, such as a rollover warrant, authorization may be obtained from a supervisor prior to using an individual as a confidential informant.

604.3.1 JUVENILE INFORMANTS

The use of juvenile informants under the age of 13-years is prohibited. Except as provided for in the enforcement of the Tobacco Enforcement Act, Business & Professions Code §§ 22950, et seq., the use of any juvenile informant between the ages of 13 and 18-years is only authorized by court order obtained pursuant to Penal Code § 701.5.

For purposes of this policy, a "juvenile informant" means any juvenile who participates, on behalf of this department, in a prearranged transaction or series of prearranged transactions with direct face-to-face contact with any party, when the juvenile's participation in the transaction is for the purpose of obtaining or attempting to obtain evidence of illegal activity by a third party and where the juvenile is participating in the transaction for the purpose of reducing or dismissing a pending juvenile petition against the juvenile.

604.4 GUIDELINES FOR HANDLING CONFIDENTIAL INFORMANTS

All confidential informants are required to sign and abide by the provisions of the departmental Informant Agreement. The officer using the confidential informant shall discuss each of the provisions of the agreement with the confidential informant.

Details of the agreement are to be approved in writing by the unit supervisor before being finalized with the confidential informant.

604.4.1 RELATIONSHIPS WITH CONFIDENTIAL INFORMANTS

No member of the Glendale Police Department shall knowingly maintain a social relationship with a confidential informant while off duty, or otherwise become intimately involved with a confidential informant. Members of the Glendale Police Department shall neither solicit nor accept gratuities nor engage in any private business transaction with a confidential informant.

To maintain officer/informant integrity, the following must be adhered to:

(a) Employees utilizing informants shall not withhold the identity of an informant from a superior officer with a need and right to know the identity of an informant

(b) Identities of informants shall otherwise be kept confidential

(c) Many informants have criminal records. However criminal activity by an informant, while acting in that capacity, shall not be tolerated and will disqualify the informant from further use.

(d) Informants shall be told they are not acting as police officers, employees or agents of the Glendale Police Department, and that they shall not represent themselves as such

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(e) The relationship between officers and informants shall always be ethical and professional

(f) Social contact shall be avoided unless necessary to conduct an official investigation, and only with prior approval of the detail supervisor

(g) Officers shall not meet with informants unless accompanied by at least one additional officer or an undercover surveillance team. An exception may be made for private meetings at the Police Department or in limited circumstances with supervisory approval.

(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses

604.5 NARCOTICS INFORMANT PAYMENT PROCEDURES

The potential payment of large sums of money to any confidential informant must be done in a manner respecting public opinion and scrutiny. Additionally, to maintain a good accounting of such funds requires a strict procedure for disbursements.

604.5.1 PAYMENT PROCEDURE

The amount of funds to be paid to any confidential informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case.
- The significance, value or effect on crime.
- The amount of financial or non-cash assets seized.
- The quantity of the drugs seized.
- The informant's previous criminal activity.
- The level of risk taken by the informant.

The detail supervisor will discuss the above factors with their Bureau Commander and arrive at a recommended level of payment, subject to the approval of the Investigative Services Captain and/or Chief of Police.

604.5.2 CASH DISBURSEMENT POLICY

The following establishes a cash disbursement policy for confidential informants. No informant will be told in advance or given an exact amount or percentage for services rendered.

(a) When both assets and drugs have been seized, the confidential informant shall receive payment based upon overall value and the purchase price of the drugs seized not to exceed a maximum of $150,000.

(b) A confidential informant may receive a cash amount for each quantity of drugs seized whether or not assets are also seized, not to exceed a maximum of $30,000.

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(c) A confidential informant may receive payment when the intelligence information given by the confidential informant is deemed valuable by the supervisor of the detail.

604.5.3 PAYMENT PROCESS

A check shall be requested, payable to a Narcotics or Organized Crime/Intelligence unit supervisor. The case number shall be recorded justifying the payment. The Chief of Police's signature is required for disbursements over $500.

For narcotics cases, payments of $500 and under may be paid in cash out of the Narcotics Detail Buy/Expense Fund. The Narcotics Detail Supervisor will be required to sign the voucher for amounts under $500.

To complete the transaction with the confidential informant the case agent shall have the confidential informant initial the cash transfer form. The confidential informant will sign the form indicating the amount received, the date, and that the confidential informant is receiving funds in payment for information voluntarily rendered in the case. The Glendale Police Department case number shall be recorded on the cash transfer form. The form will be kept in the confidential informant's file.

If the payment amount exceeds $500.00, a complete written statement of the confidential informant's involvement in the case shall be placed in the confidential informant's file. This statement shall be signed by the confidential informant verifying the statement as a true summary of his/her actions in the case(s).

Each confidential informant receiving a cash payment shall be informed of his or her responsibility to report the cash to the Internal Revenue Service (IRS) as income.

604.5.4 REPORTING OF PAYMENTS

Each confidential informant receiving a cash payment shall be informed of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the confidential informant should be provided IRS Form 1099 (26 CFR § 1.6041-1). If such documentation or reporting may reveal the identity of the confidential informant and by doing so jeopardize any investigation, the safety of peace officers or the safety of the confidential informant (26 CFR § 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the confidential informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the confidential informant's file.

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Eyewitness Identification

605.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

605.1.1 DEFINITIONS

Definitions related to the policy include:

Blind administration - When the administrator of an eyewitness identification procedure does not know the identity of the suspect.

Blinded administration - When the administrator of an eyewitness identification procedure may know who the suspect is, but does not know where the suspect, or his or her photo, as applicable, has been placed or positioned in the identification procedure.

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

605.2 POLICY

The Glendale Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

605.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

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605.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigative Services Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The administrator conducting the identification procedure shall use a blind administration or blinded administration during the identification procedure.

The process should include appropriate forms or reports that provide (Penal Code § 859.7):

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing his/her confidence level in the identification. This statement should be taken at the time of the identification procedure and must be documented in writing, verbatim.

(k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations and filler selection.

The process and related forms should be reviewed at least annually and modified when necessary.

605.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

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In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures (Penal Code § 859.7).

605.5.1 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When preparing a photo lineup the photos used should bear similar characteristics to the suspect to avoid causing him/her to unreasonably stand out. In cases involving multiple suspects, a separate line up shall be conducted for each suspect. If a lineup is ordered by the court or requested by any party, the Investigating Officer should, contact the appropriate prosecuting attorney before proceeding.

605.5.2 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases.

When initiating a field identification, the officer should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect's face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness's opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, officers should bring the witness to the location of the suspect, rather than bring the suspect to the witness.

(e) A person should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the suspects one at a time.

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(g) A person in a field identification should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect

605.6 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

605.6.1 RECORDING OF LINEUP PRESENTATIONS

An electronic recording of the photographic lineup presentation shall be made that includes both audio and video representations of the identification procedures. When it is not feasible to make a recording with both audio and video representations, an audio recording may be used.

605.6.2 <B>DOCUMENTATION RELATED TO RECORDINGS</B>

The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

605.6.3 <B>DOCUMENTATION RELATED TO BLIND ADMINISTRATION</B>

If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

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Brady Material Disclosure

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

606.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** -Information known or possessed by the Glendale Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

606.2 POLICY

The Glendale Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Glendale Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

606.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

606.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

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(a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney should be notified of the potential presence of *Brady* information in the officer's personnel file.

(b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in camera review by the court.

(c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.

(d) The Custodian of Records shall accompany all relevant files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

606.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

606.6 TRAINING

Department members should receive periodic training on the requirements of this policy.

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Chapter 7 - Equipment

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Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report, through the completion of Form P-603, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) A police report shall also be made whenever a supervisor determines that the circumstances warrant an official report.

(c) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(d) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(e) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(f) In the event that any Department property becomes damaged or unserviceable, absent exigent circumstances, no employee shall attempt to repair the property without prior approval of a supervisor.

(g) Upon termination, separation, or retirement, all City-owned equipment shall be returned in good condition to the Professional Standards Bureau before the employee will be allowed to receive final compensation.

700.2.1 PROPERTY ACQUIRED THROUGH GRANT FUNDS

In the event that City property is stolen, lost or damaged, and the property was procured in whole or in part with grant funds, the individual currently responsible for the property shall ensure that notification is made to the agency's Budget Manager and the city's Grant Manager/Administrator

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responsible for the affected grant, who will then advise the appropriate federal, state, county or city granting authority from which the funds for the property were originally acquired.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property are to be made using Form P-604. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Division Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

In accordance with the Memorandum of Understanding, members of the Department may file claims covering repair or replacement cost for uniforms, clothing, glasses, guns or leather equipment damaged in the course and scope of their employment. The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit.

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The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.

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Respiratory Protection

701.1 PURPOSE AND SCOPE

Respiratory protection is designed to protect the health of employees from airborne hazards and will be provided at no cost to the employee. This policy provides procedures necessary to control occupational diseases caused by exposure to air contaminated with harmful dusts, fogs, fume, mists, gasses, smokes, sprays, or vapors. The primary objective shall be to prevent atmospheric contamination.

Occupational exposure to harmful airborne contaminates should be controlled, whenever possible, through engineering control measures (for example, enclosure or confinement of the operation, ventilation, or substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, respiratory protection shall be used as outlined in this policy.

This policy will comply with California Code of Regulations, Title 8, Section 5144 and consist of the following:

- Procedures for selecting respirators for use in the workplace;
- Medical questionnaires/evaluations of employees required to use respirators;
- Fit testing procedure for tight-fitting respirators;
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
- Procedures to ensure adequate air quality, quantity and flow of breathing air for atmosphere-supplying respirators;
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
- Procedures for regularly evaluating the effectiveness of the program.

701.2 DEFINITIONS

Air-purifying respirator (APR) means a respirator with an air purifying filter, cartridge or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere which includes self-contained breathing apparatus (SCBA) units.

Fit test means the use of a protocol to qualitatively and/or quantitatively evaluate the fit of a respirator on an individual. Glendale uses the quantitative assessment.

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Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere.

Powered air-purifying respirator (PAPR) means air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Quantitative fit test (QNFT) means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage in the respirator.

Self-contained breathing apparatus (SCBA) means an atmosphere supplying respirator for which the breathing air source is designed to be carried by the user.

701.3 OCCUPATIONAL EXPOSURE CLASSIFICATIONS AND TASKS

Respiratory protection includes, but is not limited to, the following individuals and circumstances:

(a) Employees who are issued respirators to be used for escape or facilitating evacuations from hazardous atmospheres.

(b) Employees who are issued respirators to be used while maintaining perimeters or performing force protection duties at hazardous materials or weapons of mass destruction incidents.

(c) Employees who are issued respirators for use in maintaining the perimeter or performing crowd control functions at incidents where chemical agents (e.g., CS or CN tear gas) are used.

(d) Employees who are issued respirators to prevent exposure to tuberculosis and other serious airborne respiratory infections due to sustained contact with, or transport of, persons who are suspected of carrying an active infection of a serious airborne respiratory disease.

(e) Employees who, in exigent or emergency situations, or as part of their assigned duties are required to enter an area where CS, CN, smoke or other tearing agents have been expelled.

(f) Employees who are issued respirators to wear due to potential exposure of harmful airborne contaminants (e.g., Forensic Services).

(g) All other employees at the direction of a supervisor.

701.4 PROGRAM ADMINISTRATION

The City's Senior Safety Services Specialist has been designated as the Department's Respiratory Protection Program Administrator. The Field Services Administrative Sergeant, who serves as the Department's Exposure Control Officer (ECO), will be the liaison between the City and the Police Department in administering this program.

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The Program Administrator shall be knowledgeable about the requirements of Section 5144 of Title 8 of the California Code of Regulations and all elements of the respiratory protection program. The Administrator will be responsible for assuring implementation of all elements of this program.

701.5 RESPIRATOR SELECTION

Respirators will be selected and approved for use by the Program Administrator with the assistance of the Police Department Exposure Control Officer and/or other employees as designated by the Chief of Police. The selection will be based upon the respiratory hazard(s) to which the employee is exposed and workplace and user factors that affect respirator performance and reliability. The Department will evaluate respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user. Respiratory protective equipment shall be approved by the National Institute for Occupational Safety and Health (NIOSH) for the environment in which it is going to be used.

It is recognized that certain assignments and operations, such as SWAT, require the use of a specific type of respirator due to operational necessities and standardization related to employee safety. Employees who cannot operate/qualify with the required equipment shall not be assigned to units requiring the use of such equipment.

701.6 MEDICAL EVALUATION

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used and the medical status of the employee. Accordingly, Cal OSHA requires medical evaluations for all employees who are required to wear a respirator.

(a) All employees shall complete the Cal/OSHA medical questionnaire annually and have it reviewed by a physician or other licensed health care professional (PLHCP) through the City's contracted medical facility.

(b) A follow-up medical evaluation may be required for any employee whose Respirator Medical Questionnaire demonstrates the need for a follow-up medical examination. The follow-up medical examination shall include any medical tests, consultations or diagnostic procedures that the PHLCP deems necessary to make the final determination.

(c) Additional medical evaluations will be required if:

1. An employee reports medical signs or symptoms that are related to the ability to use a respirator,
2. A PLHCP, a department supervisor, the Department ECO or the Program Administrator informs the department that an employee needs to be re-evaluated,
3. Observations made during the fit testing and program evaluation indicate a need for re-evaluation, or

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4. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in substantial increase in the physiological burden placed on the employee.

701.7 FIT TESTING

Before an employee is required to use any respirator with a tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator to be used. Prior to the fit test, the employee shall be shown the proper procedures for donning a respirator. The employee shall demonstrate donning the respirator, adjusting the straps, and performing positive and negative pressure fit checks. The fit test shall be administered using an OSHA-accepted quantitative fit test (QNFT) protocol. With the exception of SWAT personnel, if after passing a QNFT, the employee subsequently notifies a supervisor, the ECO or the Program Administrator that the fit of the respirator is unacceptable, the employee shall be given an opportunity to select a different respirator face-piece and be retested.

Fit tests shall be provided at the time of initial use, whenever a different respirator face-piece (size, style, model or make) is used and at least annually thereafter. Additional fit tests shall be provided whenever the employee, employer, PLHCP, supervisor, ECO or program administrator makes visual observations of changes in the employee's physical condition that could affect respirator fit. These conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

701.8 RESPIRATOR USE

Respirator usage requires that procedures be established that prohibit conditions that may result in face-piece seal leakage, prevent employees from removing their respirators in hazardous environments and taking actions to ensure continued effective respirator operation throughout the work shift.

(a) Face-piece seal protection

1. Respirators with tight-fitting face-pieces shall not be worn by employees who have:

(a) Facial hair that comes between the sealing surface of the face-piece and the face or interferes with valve function, or

(b) Any condition that interferes with the face to face-piece seal or valve function

(b) If an employee wears corrective glasses or goggles or other personal protective equipment it must not interfere with the seal of the face-piece. These items must be worn at the time of fit testing to ensure a proper seal.

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(c) For all tight fitting respirators, the employee shall perform a user seal check each time they put the respirator on using the procedures recommended by the respirator manufacturer.

(d) Hazardous environments

(a) Escape: For escape from the release of hazardous materials, employees will be provided with an air-purifying respirator and the appropriate filter, cartridge or canister.

(b) Entry: Respirators issued under this program shall not be used to enter any area that is designated as the exclusion ("hot" or "red") zone of a hazardous materials incident. They also should not be used to enter any areas that are known or suspected to be oxygen deficient, or that contain concentrations of hazardous substances that are unknown or are immediately dangerous to life or health (IDLH).

(c) Continuous duty: For continuous duty in maintaining the perimeter of hazardous materials, crowd control incidents or while working in an area with harmful contaminants, approved gas masks and other air-purifying respirators shall be used. Respirators shall be selected that are approved for the contaminants that are believed to be present, and wearers shall not be located in the atmospheres in which concentrations exceed the protection factor of the respirator. The program administrator or incident commander shall determine a cartridge change schedule.

(d) Breakthrough: If an employee detects breakthrough, the employee shall exit the area immediately, or as soon as safety conditions permit, remove the respirator and perform decontamination procedures. Breakthrough shall be reported to the incident commander or supervisor in charge. The incident commander or supervisor in charge shall re-evaluate potential exposures and determine whether it is necessary to redefine the incident perimeter.

(e) TB and other infectious airborne diseases: In accordance with the Aerosol Transmissible Diseases Policy, a N-95 particulate respirator should be worn when an employee is in sustained contact (including transport in a closed vehicle) with a person who is suspected of carrying an active infection with a serious airborne respiratory disease (such as tuberculosis), and who cannot be masked.

(e) Continuing respirator effectiveness

(a) a. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer shall reevaluate the continued effectiveness of the respirator.

(b) Employees shall leave the respirator area:

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(a) To wash their face-pieces as necessary to prevent eye or skin irritation associated with respirator use; or

(b) To replace the respirator or the filter, cartridge or canister elements

(c) If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face-piece the respirator must be replaced or repaired before allowing the employee to return to the work area.

701.9 MAINTENANCE AND CARE

(a) Cleaning and Disinfecting: Each employee shall be provided with a respirator that is clean, sanitary, and in good working order. Respirators shall be cleaned and disinfected as follows:

1. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected by the employee as often as necessary to maintain a sanitary condition using the procedures recommended by the respiratory manufacturer.
2. Respirators issued to more than one employee shall be cleaned and disinfected after each use.
3. Respirators maintained for emergency use shall be cleaned and disinfected after each use.
4. Respirators used in fit testing and training shall be cleaned and disinfected after each use.
5. Respirators that have been contaminated with certain chemical, biological, or radioactive (CBRN) agents require special decontamination procedures to reduce the likelihood of secondary exposures to the user or assisting personnel. The HAZMAT incident commander or supervisor in charge will inform users of any special decontamination procedures that are required. .

(b) Storage: All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, They shall be packed or stored to prevent deformation of the facepiece and exhalation valve. Employees must follow the manufacturer's recommendation for storage. Emergency respirators (e.g., Custody Bureau's SCBA's) shall be:

1. Kept accessible to the work area;
2. Stored in compartments or in covers that are clearly marked as containing emergency respirators; and
3. Stored in accordance with applicable manufacturer instructions.

(c) Inspections:

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1. Single-use particulate respirators (i.e., N-95 masks) shall be inspected prior to use by the employee and after use shall be discarded in appropriate containers, in accordance with the department's Communicable Disease Policy 1016.3.
2. Emergency use respirators, i.e., SCBA, shall be inspected at least monthly and checked for proper function before and after each use. Officers shall complete the attached inspection tag.
3. With the exception of SCBA respirators, the ECO shall maintain an inspection log for all respirators which contains the following information:
   (a) Annual date of inspection
   (b) Name of person who made the inspection
   (c) The findings
   (d) Required remedial action, if any
   (e) Serial number or other means of identifying inspected respirator
4. Employees shall inspect their equipment in accordance with the manufacturer's recommendations and should include: a check of respirator function, tightness of connections, conditions of the various parts including, but not limited to, the facepiece, head straps, valves, and cartridges, canisters, or filters, all rubber or plastic parts for pliability and signs of deterioration, and PAPR connecting tubes or hoses and batteries. Jail and SWAT personnel shall be responsible for the care and maintenance of self-contained breathing apparatus and oxygen cylinders. This equipment shall be maintained to comply with manufacturer recommendations and Cal OSHA standards.

(d) Repairs: Any defective respirators shall be removed from service and promptly turned in to the employee's supervisor, who shall arrange for its repair/replacement. Only persons who have been trained to perform such operations shall make repairs or adjustments to respirators. All repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of the repairs to be performed, using only the manufacturer's NIOSH-approved parts.

701.10 TRAINING

Cal OSHA requires agencies to conduct training for all personnel designated to use respirators. Training shall be provided at the time of initial assignment to respirator use and at last annually thereafter. The training shall include:

- Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;

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- How to use the respirator effectively in emergency situations, including situations which the respirator malfunctions;
- How to inspect, put on and remove, use and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator
- How to recognize medical signs and symptoms that limit or prevent the effective use of respirators; and
- The requirements of CCR, Title 8, Section 5144.

Additional training shall also be administered when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use

701.11 PROGRAM EVALUATION

The Program Administrator will conduct an annual review of the program to ensure adherence to all subsections of this program and compliance with all pertinent local, state, and federal regulations. The Program Administrator and the ECO shall regularly consult employees required to use respirators to assess the employees' views on program effectiveness and identify any problems. Any problems that are identified shall be corrected. Factors to be assessed include, but are not limited to:

(a) Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);

(b) Appropriate respirator selection for the hazards to which the employee is exposed;

(c) Proper respirator use under the workplace conditions the employee encounters; and

(d) Proper respirator maintenance

701.12 RECORD KEEPING

The program administrator is responsible for ensuring that proper records are kept, which includes:

(a) Each employee's Respirator Medical Evaluation Questionnaire and related medical records shall be retained by the City's contracted medical facility and made available in accordance with the California Code of Regulations, Section 3204, Title 8, for a minimum of thirty (30) years after an employee's separation or termination from employment. Department policy regarding maintenance of confidential medical records shall apply.

(b) Fit testing

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1. Name or identification of the employee tested
2. Type of test (qualitative or quantitative) performed
3. Specific make, model, style and size of respirator tested
4. Date of test
5. Results of the fit test
6. Fit test records shall be maintained until the next fit test is administered.
7. All non-medical documentation shall be maintained by the department.

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Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The Glendale Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

702.2.1 INDIVIDUALLY OWNED PCD

Employees may carry their own PCD while on duty subject to the following conditions:

(a) Carrying an individually-owned personal communication device is optional.

(b) The device shall be purchased, used and maintained at the employee's expense.

702.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department/Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

702.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a

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supervisor without notice. Member use of a department-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

702.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Refer to the Information Technology Use Policy for further guidelines regarding off-duty use of PCDs.

702.5 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace should be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

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702.6 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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Vehicle Maintenance

703.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained and properly refueled.

703.2 VEHICLE INSPECTION

It is the responsibility of the employee receiving a Department vehicle to inspect the vehicle and ascertain that it is in a safe operating condition. If new or unreported damage is observed, the employee shall immediately notify the appropriate supervisor.

Officers assigned to patrol shall also complete a vehicle inspection form, P-602, prior to placing the vehicle in service. The patrol officer shall ensure that the equipment listed on the inspection sheet is available for use. If any items are missing this shall be noted on the inspection form and brought to the attention of a supervisor.

703.3 DAMAGE TO VEHICLE-REPORTING REQUIREMENT

Upon the discovery of any new or unreported damage, the employee shall forward a memorandum to the appropriate supervisor indicating the nature of the damage and the vehicle involved. The supervisor shall make a visual inspection of the damage, initial the communication, and forward it to the Bureau or Watch Commander.

Upon receipt of the information, the Bureau or Watch Commander shall check the information and initiate an investigation to determine the circumstances that led t o the damage. The Bureau or Watch Commander shall report the results of the investigation and make recommendations to the Division Commander.

703.4 VEHICLE MAINTENANCE

Employees shall ensure that any assigned vehicle is maintained, cared for, regularly inspected for damage and/or necessary repairs and that regular maintenance has been performed.

703.5 VEHICLE REPAIR

Department employees noting a vehicle in need of repair shall request that repairs be made or that the vehicle be taken out of service until the repairs are completed. When an assigned vehicle is in need of repair, a supervisor shall be notified. If the Civic Center Garage is open, the employee shall take the vehicle to the Garage and have the appropriate repairs made. If the Garage is not open, the employee shall complete a "Garage Repair Order" form. If a keyboard is maintained, the employee shall place a "B.O." tag on the vehicle's space on the appropriate keyboard. If the vehicle is unsafe to drive, the employee shall leave notification of the unsafe vehicle condition in a conspicuous place in the vehicle to prevent its inadvertent use.

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703.6 PLACEMENT OF ITEMS ON VEHICLE-PROHIBITION

Absent exigent circumstances, shotguns, briefcases, or other items should not be placed on the fenders, hood, top, or trunk of any vehicle.

703.7 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from the Garage Superintendent.

Absent authorization from the Chief of Police, no employee shall place any decal on a City vehicle.

703.8 VEHICLE FUELING

It is recognized that there will be occasions due to late calls and unusual circumstances that result in an inability to refuel vehicles. However, personnel should attempt to maintain at least one-half tank of fuel in their vehicle for emergencies. Barring unusual circumstances, Police Division vehicles shall not be left after use with less than one-half of a tank of gasoline.

703.8.1 VEHICLE FUELING LOCATION

Employees using Department vehicles shall, whenever possible, obtain fuel at the main police facility. With supervisory approval, employees may obtain fuel at the Street Department Yards or other locations.

703.8.2 USE OF CREDIT CARD FOR FUEL

Employees using Department issued credit cards shall comply with reporting requirements established by the Budget and Property Administrator.

703.9 VEHICLE KEYS LOST OR STOLEN

Whenever a Department vehicle key assigned to an employee is lost or stolen, that employee shall immediately notify a supervisor of the loss or theft. The employee shall also initiate a memorandum describing the circumstances related to the loss or theft.

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Vehicle Use

704.1 PURPOSE AND SCOPE

This policy establishes a system of accountability to ensure City-owned vehicles are used appropriately. For the purposes of this policy, “City-owned” includes any vehicle owned, leased or rented by the City.

704.2 POLICY

The Glendale Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

704.3 USE OF VEHICLES

City-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

Members shall not operate a City-owned vehicle at any time when impaired by drugs and/or alcohol.

704.3.1 SHIFT ASSIGNED VEHICLES

Members who use a fleet vehicle as part of their work assignment shall ensure that the vehicle is properly checked out, according to current procedures, prior to taking it into service. If for any reason during the shift the vehicle is exchanged, the member shall ensure that the exchanged vehicle is likewise properly checked out.

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of the shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

704.3.2 UNSCHEDULED USE OF VEHICLES

Members utilizing a City-owned vehicle for any purpose other than their regularly assigned duties shall first notify their supervisor the of the reason for use. This section does not apply to members permanently assigned an individual vehicle (e.g., command staff, detectives), who regularly use the vehicle on an unscheduled basis as part of their normal assignment.

704.3.3 UNMARKED VEHICLES

Except for use by the assigned member, unmarked units shall not be used without first obtaining approval from the supervisor of the unit to which the vehicle is assigned.

704.3.4 INVESTIGATIVE SERVICES DIVISION VEHICLES

Investigative Services Division vehicle use is restricted to investigative personnel during their assigned work hours unless approved by an Investigative Services Division supervisor. After-

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hours use of Investigative Services Division vehicles by members not assigned to the Investigative Services Division shall be recorded with the Watch Commander on the shift roster.

704.3.5 AUTHORIZED PASSENGERS
Members operating City-owned vehicles shall not permit persons other than City members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

704.3.6 PARKING
Except when responding to an emergency or other urgent official business requires otherwise, members driving City-owned vehicles should obey all parking regulations at all times.

City-owned vehicles should be parked in their assigned stalls. Members shall not park privately owned vehicles in any stall assigned to a City-owned vehicle or in any other areas of the parking lot that are not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

704.3.7 INSPECTIONS
The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

704.3.8 PRIVACY
All City-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.4 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The member must be approved for an assigned vehicle by his/her Division Commander.

- Vehicles shall be locked when not attended.
- If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- When the member will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored in a secure garage at the member’s residence or at the appropriate department facility.
- All department identification, portable radios and equipment should be secured.

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The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

704.5 KEYS AND SECURITY

The loss of any key shall be promptly reported in writing through the member's chain of command.

704.6 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work outside of the jurisdiction of the Glendale Police Department, an officer should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

704.7 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.

Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

Supervisors should make random inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with policy.

704.7.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written permission from the Division Commander.

704.8 VEHICLE DAMAGE, ABUSE AND MISUSE

When a City-owned vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see also Traffic Collision Reporting Policy).

When a collision involves a City vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death, the supervisor may request that an outside law enforcement agency be summoned to investigate the collision.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and

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forwarded to his/her supervisor. An administrative investigation may be initiated to determine if there is any vehicle abuse or misuse.

704.9 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating a City-owned vehicle upon the toll road shall adhere to the following:

(a) All members operating a City-owned vehicle for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder that is available for checkout

(b) All members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, their supervisor within five working days explaining the circumstances.

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational and investigative personnel in meeting their tactical/strategical crime control and prevention objectives by identifying and analyzing methods of operation of individual and criminal groups, providing crime pattern recognition, and providing analysis of data from field interrogations, arrests and investigations. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Statewide Integrated Traffic Reporting System (SWITRS)
- Other law enforcement agencies

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical/strategic plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate

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staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

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Financial Management

801.1 PURPOSE AND SCOPE

In order to facilitate the handling of and accountability for equipment and property within the Police Department, the responsibility for property is a centralized function of the Budget and Property Bureau. The Budget and Property Bureau administers all purchases, requisitions, transfers of equipment, and payments.

801.2 RESPONSIBILITIES

The Police Business Office shall oversee the following:

(a) Administer all payroll functions.

(b) Administer and process all facets of accounts payable including, but not limited to purchase orders, invoices, requests for demand and procurement cards.

(c) Process and administer all contracts.

(d) Administer all grant activity including revenue and expense monitoring.

(e) Deposit and record all Department revenue including grant, asset forfeiture, alarm and miscellaneous income.

(f) Coordinate and administer all facets of alarm program including development of policy, administration of permits, billing and collection of permits and false alarm fees, etc.

(g) Coordinate training and training related travel budget allocations.

(a) Formulate, administer and monitor all budget activities.

(b) Oversee all purchasing and/or coordinate with the City purchasing department.

(c) Coordinate all deliveries and distribute all received supplies, equipment, etc.

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Communication Operations

802.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Communications Bureau. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

For specific policies, procedures and practices related to the Communications Center refer to the Glendale Police Department Communications Manual.

802.2 POLICY

It is the policy of the Glendale Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between Communications Bureau and department members in the field.

802.3 COMMUNICATIONS BUREAU SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Communications Bureau, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications Bureau.

Access to Communications Bureau shall be limited to Communications Bureau members, the Watch Commander, command staff and department members with a specific business-related purpose.

802.4 ASSIGNMENT OF RESOURCES

Field units shall be dispatched to calls for service based on a number of variables including, but not limited to, availability, proximity to the call for service, number of units required, training needs and work load of previous calls handled.

Previous work load shall not be a determining factor on calls for service of an emergent nature.

802.5 ASSIGNMENT OF ASSISTING UNIT

(a) **FIELD OBSERVATIONS** - Dispatchers shall assign an assisting unit to respond to the location of any unit that has initiated an observation under the following circumstances:

1. The situation, by its very nature, indicates that police personnel may be exposed to hazards and an insufficient number of personnel are present, or
2. The observation was initiated with a request for assistance

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(b) **OTHER INCIDENTS** - Dispatchers shall assign a minimum of two (2) sworn personnel to all incidents unless the incident involves obviously non-violent or non hazardous circumstances, or the call for service is only for the purpose of reporting a cold incident.

802.6 FIELD EMERGENCY

This Field Emergency policy is designed to aid field personnel in performing their duties in the most effective and efficient manner possible by providing the greatest possible tactical strategies to contain dynamic field situations and to maximize our ability to capture crime suspects. This policy is also designed to maintain the highest possible level of safety for field personnel.

802.6.1 FIELD EMERGENCY DEFINED

A field emergency can be defined as any crime in progress or tactical field situation where the deployment of multiple field units to a specific location is deemed appropriate and necessary for the safety of officers, the safety of the public, and/or the apprehension of the suspect(s).

802.6.2 FIELD EMERGENCY DECLARED

Some incidents by their very nature will be designated as field emergencies and will automatically be dispatched according to the field emergency protocol. However any officer responding to an incident or any supervisor, based upon information received, circumstances observed, or tactical necessity may declare an incident a field emergency.

802.6.3 FIELD EMERGENCY PROTOCOLS

When a field emergency is declared, the following protocols should be followed:

(a) If a field emergency is declared and five personnel plus a supervisor are not already on scene, the Communications Bureau should assign the closest five (5) available patrol units and a supervisor to the incident.

(b) If less than five (5) patrol units are available, the Communications Bureau may assign available non-patrol resources to the incident so that a total of five (5) units are assigned to the incident.

(c) When dispatching a field emergency, the Communications Bureau should initiate the dispatch through the use of the alert tone. Communications personnel should state the fact that a field emergency is in effect, the location of the field emergency, the type of crime or other field incident associated with the field emergency, and designate the units assigned to the field emergency.

(d) The Communications Bureau may suspend the dispatching of non-emergency calls for the duration of the field emergency or until a tactical channel is assigned to the incident.

(e) Non-emergency radio traffic should be restricted for the duration of the field emergency in order to facilitate communications among the units assigned to the incident. The Communications Bureau shall activate the marker for the duration of the field

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emergency unless the primary unit or supervisor requests otherwise or until the incident is moved to a tactical frequency.

(f) Any officer responding to an incident or any supervisor, who, based upon a further assessment of the situation, believes additional units are required to adequately and safely respond to the incident, may request that additional units be assigned.

(g) Patrol units not specifically assigned to the field emergency shall remain available for assignment to the incident or another emergency call for service. Based upon the tactical situation, these units should deploy in such a way as to provide additional assistance at the scene, or if applicable, to locate the suspect(s) along potential escape routes in proximity to their patrol district.

(h) Should a supervisor determine that the needs of the city are best met by having non-assigned units placed in a "Code 10 Area Deployment", the supervisor shall advise the Communications Bureau. The supervisor requesting the Code 10 area deployment or the Watch Commander shall cancel the Code 10 area deployment when the tactical situation is such that this method of deployment is no longer necessary.

(i) Units responding to a field emergency are not to respond "Code 3" unless specifically authorized by the Communications Bureau or a supervisor.

(j) The supervisor assigned to a field emergency is responsible for determining when the field emergency status is to be terminated. When this determination is made, the field supervisor shall notify the Communications Bureau. The Communications Bureau is to re-broadcast the fact that the field emergency has been canceled.

(k) Upon the cancellation of a field emergency, the Communications Bureau shall resume normal operations for the dispatching of calls in accordance with existing policy.

802.7 CODE 10 DEPLOYMENT

Absent exigent circumstances, any unit advised of a Code 10 status is to remain on the air. Field units upon being advised of the Code 10 status, unless given specific direction by Field Services or Communications supervisors, shall move from their present location to the predetermined area in or near their district, as outlined below. This re-positioning allows units to respond to calls in the most expeditious manner possible. The Code 10 deployment will remain in effect even if other units become available if it is determined that a code 10 is still necessary for best utilization of emergency field resources. Communications will be responsible for advising of the cancellation of the Code 10 deployment.

Areas to respond:

Districts 1 & 2- Within 1/2 mile of Brand Bl. and Glenoaks Bl.

District 3- Within 1/2 mile of brand Bl. and Broadway

District 4- Within 1/2 mile of Glendale Ave. and the 134 freeway

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District 5- Within 1/2 mile of Glendale College, near the 2 freeway

802.8 TIME CLASSIFICATIONS

In order to assist in the prioritizing of incidents and the assignment of resources, an incident's time of occurrence is classified as one of the following:

(a) IN PROGRESS -An incident that is occurring at the time of assignment

(b) JUST OCCURRED -An incident that has occurred within a period of time when there is a reasonable probability that the perpetrators may still be in the area or are in the process of fleeing from the location

(c) COLD INCIDENT - An incident that occurred beyond that period of time wherein the perpetrators would be within the area or in the process of fleeing

(d) UNKNOWN -The time of occurrence is unknown. The time frame cannot be established as cold or just occurred, and the incident is not in progress

802.9 JAIL TROUBLE ALARM

When the Jail trouble alarm is activated, sufficient field units shall respond Code 3 to the incident. The Watch Sergeant or Communications Supervisor shall ascertain the reason for the alarm activation, and ensure appropriate action is taken.

802.10 RADIO TRANSMISSIONS

Radio communication should be utilized with officer safety in mind. Radio transmissions are to be clear and concise, containing information that is pertinent to the performance of assigned duties.

802.10.1 AUTHORIZED LANGUAGE

American Standard English is the common bond of media communications and should be used in all radio transmissions. Speech patterns which mimic certain cultural enunciations, including the use of colloquial and/or slang terms, shall not be used.

802.10.2 DURATION OF RADIO TRANSMISSIONS

Voice communication shall be brief yet comprehensive, and shall only consist of information pertinent to the performance of assigned duties.

The duration of any voice radio transmission should be limited to a maximum of twenty (20) seconds, at which time the broadcasting individual should state "break", pause briefly for essential radio traffic, and then continue.

802.10.3 RADIO STAND-BY

Units arriving at the scene of a crime in progress or any incident with a potential for violence or the need for additional assistance, should have an accessible frequency available until a "Code 4" or request to cancel a frequency restriction is broadcast by an involved unit or a supervisor. During

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the course of a frequency restriction, radio transmissions on that frequency shall be restricted to those of an emergency nature or to those of units involved in the incident at hand.

(a) **FREQUENCY RESTRICTION - T33 NOTIFICATION:** When a frequency is restricted, the communications operator shall state, "All units stand-by for a Code 4 at (location)."

(b) **OVER-RIDE OF FREQUENCY RESTRICTION:** A frequency restriction for one incident may be over-ridden by the assignment and arrival of personnel on another incident deemed to be equally or potentially more hazardous, critical or emergent.

(c) **SUPERVISORY NOTIFICATION:** The Communications Supervisor shall be immediately notified when a frequency restriction has not been cleared after a reasonable period of time or when the condition is negatively impacting essential police services. The Communications Supervisor may direct that involved personnel utilize another available frequency in order to clear the primary frequency.

802.10.4 VEHICLE STOPS AND INVESTIGATIONS

Field units performing a traffic stop of a vehicle or conducting a field investigation involving a vehicle shall clearly state their unit designation, status code, location, and the license number (and type if other than California standard passenger-car vehicle plate). The vehicle license number shall be clearly stated twice during the broadcast. Also included should be the make of the vehicle, color of the vehicle, and number of occupants.

802.10.5 CODE 4 NOTIFICATION

Field units assigned to any incident shall advise communications personnel by voice transmission when no further assistance is needed. The field unit shall state the unit designation and "Code 4".

802.10.6 DETAIL OR PRISONER TRANSPORTATION

Whenever a field unit is transporting an individual after an arrest or pursuant to a detail, that unit shall advise communications personnel by voice radio of the transportation using the authorized radio code, the destination and the beginning mileage. Communications personnel shall state the starting time. The officer shall then broadcast the ending mileage upon arrival at the destination and communications personnel shall give the time of arrival.

802.10.7 USE OF RADIO CODES

Radio codes have been adopted for use in all radio transmissions where the codes are applicable.

AUTHORIZED RADIO CODES

- 10-1 Radio reception unreadable
- 10-2 Radio reception clear
- 10-4 Affirmative/Yes/Acknowledged
- 10-6 Busy
- 10-7 Out of service / Not Available

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- 10-8 In service
- 10-9 Repeat
- 10-10 Out of Service, Monitoring and Available for Calls
- 10-14 Convoy or escort
- 10-15 Prisoner transportation
- 10-19 Return to station
- 10-20 What is your location
- 10-21 Call (state location)
- 10-22 Disregard/Cancel/ Take no further action
- 10-23 Standby
- 10-27 Drivers License Information
- 10-28 Registration Information
- 10-29 Wants/Warrants Check
- 10-33 Stand-by, Emergency Traffic Only
- 10-34 Frequency available, Okay to Transmit
- 10-35 Confidential/Controlled information
    - 10-35A Possibly Armed/Dangerous
    - 10-35B Possible bio-hazard present
    - 10-35F Possible Felony Want/Warrant
    - 10-35M Possible Misdemeanor Want/Warrant
    - 10-35P Parole/Probation Information
    - 10-35S Possible Stolen Vehicle
    - 10-35SRF Supervised Release File
- 10-36 Request correct time
- 10-42 Residence
- 10-97 Arrived at Assignment
- 10-98 In Service, Last assignment completed
- Code 1 Proceed immediately observing all traffic laws
- Code 3 Proceed as quickly as possible using emergency lights and siren and showing due regard for other motorists

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- Code 4 No further assistance needed
- Code 5 Surveillance in progress, avoid the area
- Code 6 Out for Investigation
- Code 7 Out of Service, Meal Break
- Code 9 Disconnected/Hang up 9-1-1 Call
- Code 10 Limited Unit Availability, Remain Available
- Code 11 Check Computer Message
- Code 20 Media notification
- Code 24 Not Urgent, At Convenience
- Code 27 Out of service for coffee break
- Code 999 Officer Needs Help

802.11 RESPONSIBILITIES

802.11.1 COMMUNICATIONS & TECHNOLOGY ADMINISTRATOR RESPONSIBILITIES
The Chief of Police shall appoint and delegate certain responsibilities to a Communications Manager. The Communications Manager is directly responsible to the Administrative Services Division Commander or the authorized designee.

The Communications & Technology Administrator should establish procedures for:

(a) Overseeing the efficient and effective operation of Communications Bureau in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

    1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Fulfill dispatcher responsibilities as necessary or when workload demands it.

(f) Maintaining and updating Communications Bureau procedures manual.

    1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

    2. Ensuring dispatcher compliance with established policies and procedures.

(g) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

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1. Recording all telephone and radio communications and playback issues.
2. Storage and retention of recordings.
3. Security of audio recordings (e.g., passwords, limited access, authorized reviewers,
   preservation of recordings past normal retention standards).
4. Availability of current information for dispatchers (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

802.11.2 DISPATCH SHIFT SUPERVISOR RESPONSIBILITIES

The responsibilities of the Communications Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Communications Center in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
2. Ensuring dispatcher compliance with established policies and procedures

(e) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(f) Assignment of field members and safety check intervals.

(g) Evaluating and reporting on radio interoperability issues.

(h) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

(i) May act as a dispatcher handling phone calls and radio traffic.

802.11.3 DISPATCHERS

Dispatchers report to the Communications Supervisor. The responsibilities of the dispatcher include, but are not limited to

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.

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3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Maintaining the current status of members in the field, their locations and the nature of calls for service

(d) Inquiry of information through Communications Bureau, department and other law enforcement database systems (CLETS, DMV, NCIC).

(e) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(f)

(g) Handling misdirected, silent and hang-up calls.

(h) Handling private security alarms, if applicable.

802.12 CALL HANDLING

This Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Communications Bureau, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

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If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

802.12.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately.

802.12.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

802.13 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

802.13.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Glendale Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

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802.13.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

802.14 DOCUMENTATION

It shall be the responsibility of Communications Bureau to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.

802.15 CONFIDENTIALITY

Information that becomes available through Communications Bureau may be confidential or sensitive in nature. All members of Communications Bureau shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

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802.16 TRAINING AND CERTIFICATION

Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510).

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Communication System and Equipment Problems

803.1 PURPOSE AND SCOPE

There are various components which make up the police communications system. Each component is a vital part of the ability of police personnel to respond to incidents in a timely manner or transmit data. If any part of the equipment encounters a problem this can result in a slower police response or the inability to transmit vital information. Therefore, it is imperative that any problems encountered be reported immediately to the appropriate personnel.

803.1.1 COMMUNICATIONS EQUIPMENT-DEFINED

For this section, "Communications Equipment" shall be defined as equipment including, but not limited to, vehicle radios, portable radios, laptop computers, dispatch computers, telephones and any other electronic communicative devices.

803.2 RADIO SYSTEM OR CONSOLE EQUIPMENT

Personnel shall immediately notify the Communications Supervisor when a radio system or console problem occurs. The Communications Supervisor will determine if the problem is critical or not. A problem is critical if, for example:

- Transmissions cannot be sent or received over a police frequency
- Field units cannot hear dispatch transmissions clearly enough to be able to respond appropriately
- Dispatch cannot hear field unit transmissions clearly enough to be able to respond appropriately
- Field units cannot hear other field unit transmissions clearly enough to be able to respond appropriately

If the problem is critical, the Communications Supervisor shall notify the Radio Shop during normal business hours. During non-business hours, weekends, or holidays, the problem shall be reported to the on-call Radio Technician.

803.3 MOBILE-PORTABLE RADIO EQUIPMENT

Personnel shall immediately notify the Watch Sergeant when a mobile (vehicle two-way radio) or portable radio problem occurs. The Watch Sergeant will determine if the problem is critical or not. If the problem needs immediate attention, mobile equipment will be sent to the Radio Shop during normal business hours. After hours, request for service order is to be completed for the inoperative vehicle radio problem, and the Watch Sergeant will assign another vehicle. The Watch Sergeant will replace a problem portable radio after a request for service order is filled out.

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803.4 LAP TOP COMPUTER

Personnel shall immediately notify the Communications Supervisor when a problem occurs with the laptop computers. The Communications Supervisor will determine if the problem seems system-wide or is just affecting one laptop terminal. The Technology Bureau will be immediately notified of a system-wide problem during normal business hours. During non-business hours, weekends, or holidays, the problem shall be reported via email to Technology Bureau personnel. A malfunctioning laptop will be delivered to the Technology Bureau during normal business hours. At other times, the Watch Sergeant will assign another unit, after a "Request for Service" form has been completed.

803.5 911 AND BUSINESS LINES

Personnel shall immediately notify the Communications Supervisor when a phone system, either 911 or business lines, problem occurs. The Communications Supervisor will contact the phone company using the current emergency service number.

If the 911 System becomes completely inoperable, a minimum of two Police Communications Operators will be dispatched to Verdugo Fire to handle incoming Glendale 911 calls until the primary system becomes functional again.

803.6 JDIC SYSTEM

Personnel shall immediately notify the Communications Supervisor when a problem occurs with the JDIC system. The Communications Supervisor, in conjunction with Records personnel, will determine if the nature of the problem necessitates assistance by either Technology Bureau personnel or JDIC personnel.

803.7 DISPATCH COMPUTER SYSTEM EQUIPMENT

Personnel shall immediately notify the Communications Supervisor when a dispatch computer system problem occurs. The Communications Supervisor will determine if the problem is critical or not. A problem is critical if:

- Any position is down
- Any position is very slow for over two minutes
- 911 information is not properly transferring to CAD (Computer Aided Dispatch)
- JDIC is not working on CAD, but does on stand-alone terminals
- Any critical CAD feature stops working or malfunctions

If the problem is critical, the Communications Supervisor shall notify the Computer Technician by phone or text message during weekday business hours. During non-business hours, weekends, or holidays, the problem shall be reported to the appropriate Computer Technician via cell phone or email.

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For a non-critical problem, the Communications Supervisor will submit a Special Service Technology Request. Typical non-critical problems include:

- Password changes or additions
- Premise history updates
- Geo file error corrections or additions/deletions
- Feature enhancement requests

803.8 NON-CAD COMPUTER EQUIPMENT

Personnel shall immediately notify the Communications Supervisor when a non-CAD computer problem occurs. After identifying the exact problem, the Communications Supervisor will notify the Computer Technician by phone or email during weekday business hours. During non-business hours, weekends, or holidays, if the problem is of an emergent nature it shall be reported to the appropriate computer technician via cell phone or email. If the problem is not of an emergent nature a Technology Service Request Form should be completed.

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Property and Evidence

804.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

804.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

804.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with entry into the records managment system (RMS). Care shall be taken to maintain the chain of custody for all evidence.

The Property Section has the authority to refuse incorrectly or improperly packaged property that does not comply with the standards set forth by this Department until corrections have been made by the submitting employee.

804.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

(a) Complete the entry into RMS describing each item of property separately, listing all serial numbers, owner’s name, finder's name, and other identifying information or markings.

(b) Print an evidence/property barcode label and attach it to each package or envelope in which the property is stored.

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(c) When the property is too large to be placed in a locker, the item may be retained in the temporary overnight storage area located in the foyer of the dry room in the basement.

804.3.2 NARCOTICS AND DANGEROUS DRUGS
All narcotics and dangerous drugs shall be booked separately using a separate barcode. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately.

804.3.3 EXPLOSIVES
Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in designated hazardous materials storage lockers. The Property Officer is responsible for coordinating removal, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

804.3.4 EXCEPTIONAL HANDLING
Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried in the biohazard evidence lockers prior to booking.

(b) All cash booked as evidence shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Watch Commander shall be contacted for cash in excess of $1,000 for special handling procedures. Employees assigned to the Investigative Services Division may retain evidentiary/seized money that is too large to fit in the OS safe for 24 hours or the next business day in accordance with established policy and procedures governing same.

(c) Under most circumstances, perishable/consumable evidence (e.g., food items, drinks) should not be booked into evidence. If a perishable item is of evidentiary value, it shall be transported to the Forensic Lab to be photographed and documented.

804.3.5 FRESH MARIJUANA

Any marijuana plant or recently harvested plant material shall not be booked.

804.4 PACKAGING OF PROPERTY
Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs

(b) Firearms (ensure they are unloaded and booked separately from ammunition)

(c) Property with more than one known owner

(d) Paraphernalia as described in Health and Safety Code § 11364 for Felonies

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(e) Paraphernalia as described in Health and Safety Code § 11364 for Misdemeanors See attachment: Training Order 2016-5 Destruction of Narcotics Paraphernalia - Misdemeanor Offenses Only

(f) Fireworks

(g) Contraband

804.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Syringe tubes should be used to package syringes and needles.

A property barcode shall be securely attached to the outside of all items or group of items packaged together.

804.5 RECORDING OF PROPERTY

The Property Officer receiving custody of evidence or property shall scan the barcode in to RMS, which records his/her identificaiton number, the date and time the property was received and where the property will be stored.

Any changes in the location of property held by the Glendale Police Department shall be noted in RMS.

804.6 PROPERTY CONTROL

Each time the Property Officer receives property or releases property to another person, he/she shall scan this information into RMS. Officers desiring property for court shall contact the Property Officer and produce a copy of the subpoena or have the investigating officer's authorization entered into RMS. If the investigating officer is not available, authorization must be obtained from the ISD Commander or supervisor. When practical, this should be done one day prior to the court day.

The property officer will issue a receipt to the officer removing the property. Either the property or a receipt, signed by the court, must be returned to the property room within 24 hours.

804.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Request for analysis for items, other than large quantities of narcotics or drugs, shall be completed on the appropriate lab receipt form and submitted to the property officer. This request may be filled out any time after booking of the property or evidence.

804.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, by scanning the property tags to show a chain of custody record. This record will indicate the date and time of the request for laboratory analysis**.** The lab forms will be transported with the property to the examining laboratory.

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804.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted in RMS, stating the date, time and to whom released.

The Property Officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded in RMS, indicating date, time, and the person who returned the property. Property should be returned within 24 hours.

804.6.4 AUTHORITY TO RELEASE PROPERTY

The Investigative Services Division shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

804.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release maintained in RMS, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the property entry or must specify the specific item(s) to be released. Release of all property shall be documented in RMS.

With the exception of firearms and other property specifically regulated by statute, found property shall be held for a minimum of 90 days and property held for safeskeeping shall be held for a minimum of 60 days. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Property Officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded in RMS.

Under no circumstances shall any firearm be returned to any registered owner unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property Bureau Supervisor should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

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The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

804.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

804.6.7 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, the Property Officer, with authorization from the investigating officer, shall return the weapon to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met unless the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm (Family Code 6389(g); Penal Code § 33855).

804.6.8 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS

Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of the weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) which conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the weapon is not retained as evidence, the Department shall make the weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ which conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed or retained as provided in Welfare and Institutions Code § 8102.

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804.6.9 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS
Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Glendale Police Department determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

804.7 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Property Officer shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective.

804.7.1 EXCEPTIONAL DISPOSITIONS
The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)
- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474 et seq.)
- Unclaimed, stolen, or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)
- Sexual assault evidence (Penal Code § 680)

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804.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than $15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this department to fund official law enforcement operations. Money representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

804.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property Bureau Supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant’s attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

(e) The Investigative Services Division supervisor

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Property Bureau Supervisor, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigative Services Division supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the investigating officer or supervisor.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Investigative Services Division supervisor should be consulted and the sexual assault victim shall be notified

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at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

804.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.

(c) An annual audit of evidence held by the Department shall be conducted at the discretion of the Chief of Police with supervision by someone not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the evidence room, an audit shall be conducted at the discretion of the Chief of Police with supervision by someone not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

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Equipment Repair and Maintenance

805.1 PURPOSE AND SCOPE

The Budget and Property Bureau shall be responsible for requests for repairs to equipment. The Bureau is responsible for ensuring that Police buildings, equipment, and related facilities are in good repair.

805.2 REQUESTS FOR REPAIRS

Requests for repairs to equipment, (except communications equipment, armament, and vehicles), shall be made to the facilities CSO via email or through a computerized service request. The request shall include the type of equipment requiring repair, the location of the equipment, the bureau and employee requesting the repair and an explanation of the problem with the equipment.

Upon receipt of the request, the Facilities CSO shall either procure an estimate of cost for the repair or estimate the cost based upon experience and request authorization to proceed with the proposed repair from the Budget and Property Bureau Business Administrator.

If the Facilities CSO determines the equipment is not repairable or the cost to repair exceeds the cost to replace, those findings shall be reported to the Budget and Property Bureau Business Administrator along with any recommendations for resolution of the problem.

805.3 BUILDING MAINTENANCE

It is the responsibility of the Budget and Property Bureau to maintain Police buildings, equipment, and related facilities in good repair.

805.3.1 REPORTING PROCEDURE-ROUTINE MAINTENANCE

Employees identifying a need for routine building maintenance shall notify their supervisor of the deficiency. The supervisor shall inspect the deficiency and notify the facilities CSO or direct the reporting party to make notification. The request shall be made via email or through a computerized service request and shall include the type of equipment requiring repair, the location of the equipment, the bureau and employee requesting the repair and an explanation of the problem with the equipment.

805.3.2 REPORTING PROCEDURE-EMERGENCY MAINTENANCE

When a need for building maintenance of an emergency nature occurs, and the need presents a hazard to the safety of building occupants, the occupants shall be kept clear of the hazard and the Budget and Property Bureau Administrator shall be notified. The Budget and Property Bureau Administrator shall evaluate the maintenance or repair needed and make the appropriate notifications. During non-business hours, weekends, or holidays, the on-duty Watch Commander shall be notified of the hazard and shall be responsible for making the appropriate notifications.

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805.3.3 EMERGENCY MAINTENANCE-DEFINED
For the purposes of this section, "emergency maintenance" shall include, but not be limited to, such incidents as flooding of the building by broken lines or stoppage, structural collapse or failure, or damages as a result of fire, explosion, etc. In these cases, employees shall also act in accordance with procedures already developed for the specific situation (e.g., fire, explosion, etc.) in addition to scheduling the repairs and maintenance. However, the safety of employees and visitors shall remain paramount.

805.4 FORMS MANAGEMENT-RESPONSIBILITY
The Budget and Property Bureau Facilities CSO shall be designated to procure all forms. This individual shall be responsible for coordinating all requests for forms utilized by the Department.

805.4.1 REQUEST FOR FORMS OR SUPPLIES
All requests related to forms and/or supplies shall be submitted to the Budget and Property Bureau Facilities Maintenance CSO in a manner similar to the request for equipment as outlined in § 805.2.

805.5 EMPLOYEE BUSINESS CARDS
The following guidelines have been adopted by the Department for the procurement and use of business cards by employees in the course of their employment:

- The business card approved by the city shall be the only business card used by employees in the course of their employment
- Employees of the Department may purchase business cards for use in their employment through the purchasing office
- The Chief of Police, managers, sergeants, and others designated by the Chief of Police shall have their business cards supplied by the Department
- Employees may elect to use city provided non-personalized business card and write in their name on the card.

Business cards are to be requested on a city approved form available in the Police business office.

805.6 POLICE FACILITY KEY AND ACCESS CARD CONTROL
Personnel will be issued door keys and access cards on a basis commensurate with the needs of the individual employee. Upon the transfer of a unit employee, it will be the responsibility of the Bureau Commander or the Unit Supervisor to retrieve all keys relative to that assignment and forward them to the Professional Standards Bureau. New keys shall be issued for the employee's new assignment. An employee requiring a key or access card at a higher level and with greater access than authorized shall receive written authorization granting the issuance of that key and/or access from their Bureau Commander.

The Bureau Commander, using email or an electronic service request, will contact the Police Facilities Maintenance CSO who will then program an access card, or submit an FSR/key request which is reviewed for approval by the Budget and Property Bureau Business Office Administrator.

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805.7 KEY ACCESS CARD CONTROL RESPONSIBILITY

The Professional Standards Bureau or Police Facilities Maintenance will issue keys and/or access cards to employees. New keys or access cards are to be signed for and picked up at the City Facilities Office.

The Professional Standards Bureau will establish a key/access card control system for the Department and will issue key(s) card(s) to employees based upon their need to access various police department facilities, equipment, or offices. The Professional Standards Bureau shall maintain a roster of all keys and access cards issued to Department personnel.

805.8 FIELD SERVICES SUPPLIES

The Watch Sergeant shall be responsible for the maintenance and issuance of supplies to field personnel. For the purposes of this section, supplies shall consist of flashlight batteries and bulbs, vehicle equipment, and other equipment and supplies issued from the Field Services Division vault.

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Records Bureau

806.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Glendale Police Department Records Bureau. The policy addresses department file access and internal requests for case reports.

806.2 POLICY

It is the policy of the Glendale Police Department to maintain department records securely, professionally, and efficiently.

806.3 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by officers of the Glendale Police Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Records Administrator. The Records Administrator should promptly contact the prosecuting attorney and request a written opinion as to whether the petitioner is factually innocent of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence, the Records Administrator should forward the petition to the Investigative Services Division Supervisor and the City Attorney for review. After such review and consultation with the City Attorney, the Investigative Services Division Supervisor and the Records Administrator shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Records Administrator shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Records Administrator should respond to a petition with the Department’s decision within 45 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

806.4 RECORD SEALING OF A JUVENILE

The records of a minor's contact with a law enforcement agency, probation department, and/or court are only sealed after a court has ordered the records sealed.

(A) PETITION TO SEAL RECORD: Any person who contacts a member of the Department regarding the sealing of records of a minor should be advised to obtain a Petition Request form for the sealing of records of a minor from the Police Records Bureau or from:

Eastlake Juvenile Court's County Clerk's Office

1601 Eastlake Avenue

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Los Angeles, CA 90033.

The forms are returned to the court, and a hearing is set. The court, after granting a petition to seal a minor's records, shall send a copy of the order to each agency and official(s) named in the order. Each agency shall comply with the order to seal record(s) and notify the court of its compliance.

(B) RECORDS COMPLIANCE: A Record Bureau Supervisor or designated CSO-Records will comply with the order of the court to seal the record(s) of the minor by completing the following:

Notification of the sealing is to be sent to the City Attorney's office to ensure there are no civil actions involving the City and the juvenile.

Notification of the sealing is to be made to the following: Investigating Officer or appropriate ISD/ CIB bureau personnel, Property, Forensic Services, and any outside entity that received a copy of the report.

Appropriate redactions are to be completed on the report(s)

Data of the juvenile is to be removed from all applicable computer systems within GPD.

Once all steps are completed, the Records Bureau Supervisor or designated CSO-Records will initiate a letter of compliance to the court.

806.5 RECORDS SECURITY OFFICER

The Records Administrator is the Criminal Records Security Officer for the Department. As such, the Records Administrator is also the "Agency CLETS Coordinator (ACC)", as defined in the California Department of Justice CLETS Policies, Practices, Procedures (and Statutes) manual. The Police Records Administrator has the authority and responsibility to ensure that regulations regarding criminal offender records and the release of any records information are adhered to.

806.6 RECORDS AREA SECURITY

The Records area of the police facility is restricted to the personnel assigned to the Records area, unless specific exceptions are made by direction of the Chief of Police, a member of the Command Staff or the Records Administrator.

The Watch Commander shall be responsible for maintaining the security of the Records area in the absence of the supervisory personnel assigned to Records. The Records area will be maintained in a secure condition at all times.

806.7 RECORDS AREA ACCESS

Non-supervisory employees will not be permitted access to the Records area unless assigned to duty there, or unless a supervisor specifically grants access. Records personnel will assist members of outside agencies at the Records Counter.

Records personnel will assist sworn and non-sworn employees in all records searches.

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806.8 RECORDS-CONFIDENTIALITY

Records maintained by the Department may be confidential and restricted. Records shall not be released except as provided by established policies of the Department. Confidentiality of certain information may be essential; therefore, members of the Department shall not discuss or repeat confidential information to anyone except those for whom there exists a need or right to know or as directed by a supervisor, or in response to a legal process.

806.9 RECORDS AUDITS

The Records Administrator is responsible for ensuring the quality of all police records in compliance with federal and state standards and/or laws. The Records Administrator is this agency's Compliance Officer when a state or federal audit is performed in order to determine the agency's level of compliance with state and federal laws governing police records.

806.10 RECORDS-RETENTION, DESTRUCTION, SEALING AND PURGING

The Records Administrator is responsible for the proper retention, destruction, sealing and purging of all police records in compliance with all federal, state and local laws.

806.11 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The Field Services Division Commander should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

(a) The individual is issued a certificate describing the action as a detention.

(b) All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention.

(c) The California DOJ is notified.

806.12 FILE ACCESS AND SECURITY

The security of files in the Records Bureau must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Bureau, accessible only by authorized members of the Records Bureau. Access to case reports or files when Records Bureau staff is not available may be obtained through the Watch Commander.

The Records Bureau will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

806.13 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Bureau. Should an original case report be needed for any reason, the requesting department member shall first obtain

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authorization from the Records Administrator. All original case reports removed from the Records Bureau shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Bureau.

All original case reports to be removed from the Records Bureau shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Bureau. The photocopied report shall be shredded upon return of the original report to the file.

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Restoration of Firearm Serial Numbers

807.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines. This policy complies with Penal Code § 11108.9.

807.2 PROCEDURE

Any firearm coming into the possession of the Glendale Police Department as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

807.2.1 PRELIMINARY FIREARM EXAMINATION

(a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents.

(b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

(d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

807.2.2 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the gun form that serial numbers have been removed or obliterated.

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807.2.3 OFFICER RESPONSIBILITY
The investigator of a case, in which a firearm has had the serial numbers removed or obliterated, shall complete the required Los Angeles County Sheriff's Department lab receipt. Upon receiving the LASD lab receipt, property officers will arrange for the firearm to be transported to the LASD crime lab for restoration and maintain the chain of evidence.

807.2.4 DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

807.2.5 FIREARM TRACE
Firearms serial number restoration, (or partial restoration) is to be conducted by the LASD criminalistics laboratory. LASD forensics personnel will be responsible for completing the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and ensuring the required information is entered into the ATF eTrace system.

807.3 BULLET AND CASING IDENTIFICATION
The Los Angeles County Sheriff's Department is a participant in the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) NIBIN/IBIS Program. The National Integrated Ballistic Information Network (NIBIN) Program uses the Integrated Ballistics Identification System (IBIS) to photograph and compare microscopic images of cartridge cases recovered from crime scenes and test fires from seized firearms. The IBIS system searches a growing database of photographed images and enables us to establish links (cold hits) between multiple crime scenes and/or seized firearms.

For this type of examination, investigators are to complete an LASD lab receipt and ensure the NIBIN, not firearms, box is checked off.

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Records Maintenance and Release

808.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

808.2 POLICY

The Glendale Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

808.2.1 PROCESSING OF REQUESTS

Any member of the public, including the media and elected officials, may access unrestricted records of this department by submitting a request for each record and paying any associated fees (Government Code § 6253). The processing of requests is subject to the following limitations:

(a) The employee processing the request shall determine if the requested record is available and, if so, whether the record is exempt from disclosure. Either the requested record or the reason for nondisclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Chief of Police or the authorized designee. If an extension is authorized, the Department shall provide written notice of the extension to the requesting party(Government Code § 6253(c)).

(b) In accordance with the Public Records Act, the Department is not required to create records that do not otherwise exist in order to accommodate a request under the Act.

(c) Requests by elected officials for records that are not open to public inspection should be referred to the Administrative Services Division Commander for a determination as to whether the records will be released.

(d) Requests for data analysis services including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record may be made and the requesting party shall be required to pay any established fee for each record sought (Government Code § 6253.9(b)).

808.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule including:

1. Identifying the minimum length of time the Department must keep records.

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2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Government Code § 6253).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).

(g) Work in collaboration with the Professional Standards Bureau and /or Information Services to determine how the department's website may be used to post public records in accordance with Government Code § 6253.

(h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.

(i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the Department's website.

808.3.1 GENERAL CASE AND CRIME REPORTS

Reports containing any of the items listed below will not be released:

(a) **Victim Information** - Victims of crimes may have their identifying information be kept confidential, victims who are minors and victims of certain offenses (e.g., sex crimes, Penal Code § 293) shall not be made public. No employee shall disclose to any arrested person or to any person who may be a defendant in a criminal action the address or telephone number of any person who is a victim or witness in the alleged offense, unless it is required by law (Penal Code § 841.5).

(b) **Confidential Information** - Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved or information that would endanger the successful completion of the investigation or a related investigation shall not be made public.

(c) 1. Analysis and conclusions of investigating officers may also be exempted from disclosure.

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2. Under the California Constitution, an individual's right to privacy is protected and not subject to public disclosure.

(d) **Specific Crimes** - Certain types of reports involving, but not limited to, Child Abuse/ Molest (Penal Code § 11167.5), Elder Abuse (Welfare and Institutions Code § 15633) and Juveniles (Welfare and Institutions Code § 827) shall not be made public.

(e) **General Information** - Absent statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).

(f) **Deceased juvenile crime victims** - The Code of Civil Procedure § 130 limits the dissemination of autopsy and private medical information concerning a murdered child by allowing families to request that the autopsy report of the victim be sealed from public inspection. Such requests shall be honored, with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).

808.3.2 ARREST REPORTS

Arrestee information shall be subject to release in the same manner as information contained in other reports as set forth above. Certain arrestee information will be made publicly available pursuant to Government Code § 6254(f)(1).

In addition to the restrictions stated above, all requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, City Attorney or the courts pursuant to Penal Code § 1054.5.

Local criminal history information including, but not limited to, arrest history and disposition, and booking information shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.

808.3.3 TRAFFIC COLLISION REPORTS

Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies and those individuals and their authorized representatives set forth in Vehicle Code § 20012.

808.3.4 PERSONNEL RECORDS

Personnel records, medical records and similar records which would involve personal privacy shall not be made public (Government Code § 6254((c); Penal Code § 832.7; Penal Code § 832.8), except disclosure as required pursuant to SB 1421.

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Peace officer personnel records are deemed confidential (Penal Code § 832.7, et seq.) and shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order (Evidence Code § 1043, et seq.).

The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police or as required by law.

808.3.5 CONCEALED WEAPONS PERMITS
Information contained in CCW permit applications or other files which would tend to reveal where the applicant is vulnerable or which contains medical or psychological information shall not be made public (Government Code § 6254(u)).

808.3.6 DOMESTIC VIOLENCE REPORTS
Victims of domestic violence or their representative shall be provided, without charge, one copy of all domestic violence incident report face sheets, one copy of all domestic violence incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.

808.3.7 COURT ORDERS
The courts may authorize the release of police records to named parties for case preparation or order the reproduction of police records.

All documents will be accepted only during normal business hours, 0800 to 1700 hours, Monday through Friday, excluding holidays. They shall be served directly to the Records Bureau.

808.4 OTHER RECORDS
Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege or to the security of the department's electronic technology systems (Government Code § 6254(k) and Government Code 6254.19).

The Department maintains the right to refuse to disclose or release any other record when it would appear that the public's interest in accessing such record is outweighed by the need for nondisclosure (Government Code § 6255).

Any record pertaining to pending litigation involving this department shall not be subject to public disclosure until adjudicated or settled (Government Code § 6254(b)).

808.4.1 PERSONAL IDENTIFYING INFORMATION
Employees shall not access, use or disclose personal identifying information, including an individual's photograph, social security number, driver identification number, name, address, telephone number and the individual's medical or disability information, which is contained in any driver license record, motor vehicle record or any department record except as authorized by the Department and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721 and 18 USC § 2722).

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808.5 SUBPOENA DUCES TECUM

Any Subpoena Duces Tecum (SDT) requesting the production of business documents should be promptly provided to a Records Supervisor for review and processing. The proper Custodian of Record, the person with the most knowledge, will be responsible for handling and responding to the subpoena. While a Subpoena Duces Tecum may ultimately be subject to compliance, it is not an order from the Court that will automatically require the release of the requested information. An established fee shall be paid by the requesting party simultaneously with the actual delivery of the subpoenaed records.

All questions regarding compliance with any Subpoena Duces Tecum should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

808.6 RELEASED RECORDS TO BE MARKED

Each page of any record released to an entitled party shall be marked with a departmental watermark or stamp identifying the individual to whom the record was released.

808.7 SECURITY BREACHES

The Records Administrator (Agency CLETS Coordinator) shall work with the agency's designated Security Point of Contact (SPOC) to ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired unencrypted personal identifying information stored in any Department information system (Civil Code § 1798.29). Security Incident Reporting and Breach Notification Protocol Glendale PD

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following:

- Social security number
- Driver license number or California identification card number
- Account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A user name or email address, in combination with a password or security question and answer that permits access to an online account

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808.7.1 FORM OF NOTICE

(a) The notice shall be written in plain language and include, to the extent possible, the following:

1. The date of the notice.
2. Name and contact information for the Glendale Police Department.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.
4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.
6. A general description of the security breach.
7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a social security number or a driver's license or California identification card number.

(b) The notice may also include information about what the Glendale Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself.

(c) When a breach involves an online account, and only a user name or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached:

1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same user name or email address and password or security question and answer.

808.7.2 MANNER OF NOTICE

(a) Notice may be provided by one of the following methods:

1. Written notice.
2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
3. Substitute notice if the cost of providing notice would exceed $250,000, the number of individuals exceeds 500,000 or the Department does not have

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sufficient contact information. Substitute notice shall consist of all of the following:

(a) Email notice, when the Department has an email address for the subject person.

(b) Conspicuous posting of the notice on the Department's webpage.

4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.

(b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

808.8 RELEASE OF INFORMATION BY POLICE PERSONNEL

With the exception of police records uploaded to the District Attorney's office by the detective bureau and/or court services via the Los Angeles County ECER system for filing purposes, the Records Bureau shall be solely responsible for the release of records. Requests for records/ police reports shall be directed to the Record Bureau. The Records Bureau shall be responsible for identifying if a requested record is subject to release to an entitled party or is a public record; in whole or in part. If record(s) are released by Police personnel, without the expressed authorization of the Records Bureau, and the record(s) are released in error, the record(s) are then subject to public record release (Government Code § 6254.5) and opens the department to liability.

808.9 PROCESSING REQUESTS FOR RELEASE OF INFORMATION

Records Bureau personnel shall be responsible for establishing whether a requester is seeking record(s) that are a matter of public record or if the requester is an entitled party seeking an otherwise exempt document.

Public records requests – Records Bureau personnel have an obligation to assist the requester make a focused and effective request that reasonably describes an identifiable record (Government Code § 6253.1).

Entitled party requests- Records Bureau personnel are responsible for establishing the identity of parties entitled to receive specific police reports/records. If the requestor has established a legitimate right to the information and presents valid identification, Records Bureau personnel will provide the requester with a Request for Release of Information form, P-617. If necessary, Records Bureau personnel will assist the requester in completing the form properly. A copy of the report/record will be released to the entitled party, subject to all the limitations imposed by law.

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808.10 COPYING RECORDS

Any person entitled to examine a record held by this Department may do so without charge and may copy information from the record, provided it is within the limits imposed by law.

808.10.1 FEES FOR RECORD COPIES

A fee, as specified by the Glendale Municipal Code, shall be charged for all copies of reports made by the Department and furnished to persons requesting them. No fee will be charged if the copies are being provided to other law enforcement agencies, governmental or military agencies, victims of domestic violence, in obedience to a court order, or when the law prohibits the collection of the fee.

808.10.2 COLLECTION, RECEIPT, AND DEPOSIT OF RECORDS FEES

The person delivering the reproduced records to the requester is responsible for collecting the proper fee and providing the person with a receipt.

The Police Records Bureau is responsible for causing the funds collected for the duplication of records to be transferred to the City Treasurer on the next business day.

808.11 RELEASE RECORDS TO BE STAMPED

Each page of any record released to an entitled party or Subpoena Duces Tecum shall be watermarked identifying the individual/entity to whom the record was released.

808.12 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 6254(f)(4)).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 6254(f)(4)).

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Unit supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

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808.12.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

(a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.

(b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.

(c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 6254(f)(4)).

808.12.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 6254(f)(4)):

(a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.

(b) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the Chief of Police in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

808.12.3 REDACTION

If the Custodian of Records, in consultation with the Chief of Police or authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 6254(f)(4)).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 6254(f)(4)).

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808.12.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 6254(f)(4)):

(a) The person in the recording whose privacy is to be protected, or his/her authorized representative.

(b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.

(c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 6254(f)(4)).

The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 6254(f)(4)(A)).

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Protected Information

809.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Glendale Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

809.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Glendale Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

809.2 POLICY

Members of the Glendale Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

809.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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809.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Glendale Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

809.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

809.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Manager for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Bureau to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

809.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

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Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

809.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

809.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

809.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

809.8 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

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Computers and Digital Photographic Evidence

810.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

This policy shall apply only in those cases where data residing on computer systems, recording devices, and media are being sought as evidence in an investigation. Computers seized by agency personnel as fruits of crimes, e.g., burglary, retail theft, etc. shall be handled in accordance with other evidence seizing and processing procedures, and will not normally require the services of the computer forensic investigator.

Each officer must understand the fragile nature of electronic evidence and the principles and procedures associated with its collection and preservation. Actions that have the potential to alter, damage, or destroy original evidence may be closely scrutinized by the courts

810.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

(a) Photograph each item, front and back, specifically including cable connections. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.

    1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.

    2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).

(e) Label each item with case number, evidence sheet number, and item number.

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(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Store all computer items in the Property Room. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:

1. Where the computer was located and whether or not it was in operation.
2. Who was using it at the time.
3. Who claimed ownership.
4. If it can be determined, how it was being used.

(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories such as printers, scanners, cables, software and manuals should ***also*** be seized.

810.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. No agency member, except those under the direction of a computer forensic investigator, shall power off, disconnect, power on or access a business/corporate connected computer system to be seized. It may be necessary to perform an on site inspection, or to image the hard drive only of the involved computer. This should only be done by an individual specifically trained in processing computers for evidence.

810.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, submit a forensic request and forward the following items to a computer forensic examiner:

(a) Copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.

(b) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(c) An exact duplicate of the hard drive or disk will be made using a forensic lab computer and a forensic software program by someone trained in the examination of computer storage devices for evidence. The forensic investigation will be conducted on the duplicated hard drive.

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810.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CDs, DVDs, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission.

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

810.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

(a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) Do not turn the device on or off. Whenever possible, the device should be placed in a solid metal container such as a paint can to prevent the device from sending or receiving information from its host network.

(c) When seizing the devices, also seize the charging units.

810.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Evidence in the form of digital information, such as video or audio files recorded on devices using internal memory, will be processed forensically in the same manner as computer evidence.

810.5.1 COLLECTION OF DIGITAL EVIDENCE

(a) Only trained personnel are authorized to make copies of original digital media (audio, video or photo) that is held as evidence. The original digital media shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

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(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

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Animal Control

811.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for animal control officers and Glendale Police Department personnel in dealing with animal control related calls for service and to set forth procedures regarding animal control services, the handling of injured animals, and the abatement of animal nuisances.

811.1.1 PASADENA HUMANE SOCIETY

The City of Glendale contracts with the Pasadena Humane Society (PHS) to provide all animal control services. Hereafter, in this policy, Animal Control Officer (ACO) refers to employees of the PHS.

The contract for the PHS and its fulfillment of responsibilities will be managed by the Field Services Division.

811.2 ANIMAL CONTROL OFFICER RESPONSIBILITY

The ACO shall be responsible for enforcing local, state and federal laws relating to animals, and for appropriately resolving or referring animal problems as outlined in this policy.

Requests for animal control services shall be requested by Dispatch or the Watch Commander.

The ACO will take primary responsibility for all animal related calls for service unless the animal is used as a weapon. During those instances, an officer will take primary responsibility for the call and an ACO will take possession of the animal at the direction of the officer.

811.3 OFFICER RESPONSIBILITY

During hours when the Animal Control Officer is off-duty, or if the ACO is otherwise unavailable, the following animal related calls for service will be handled by the appropriate on-duty officer.

Officers may be dispatched to animal related calls and should take appropriate actions to control the situation until the arrival of an ACO. Due to the hazards of handling animals without proper equipment, responding officers generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of the ACO. The following are examples of when an officer may consider acting before the arrival of the ACO:

(a) When there is a threat to the public safety.

(b) When animal has bitten someone, officers should take measures to confine the animal and prevent further injury.

(c) When an animal is creating a traffic hazard.

(d) When the owner/handler has been arrested and there is no other alternative placement for the animal.

(e) When the animal is gravely injured.

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811.3.1 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

811.3.2 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued if appropriate. If a dog is taken into custody, it shall be turned over to the ACO.

Once a dog has been taken into custody, all releases should be handled by the Animal Shelter. In cases where the ACO is not available, the Watch Commander shall designate an alternate to transport so that any animals are not held in the holding pens unnecessarily for extended periods

811.3.3 ANIMAL BITE REPORTS

Officers shall obtain as much information as possible for forwarding to the ACO for follow-up. Officers shall instruct the owner of a biting animal, if contacted, to keep the animal confined on the property until contacted by the ACO. If the animal is a stray, then every effort shall be made to capture and impound the animal immediately.

811.3.4 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Officers shall obtain and forward to the ACO as much information as possible regarding the nature of the complaint, complaining person, owner information (if possible), location of problem, etc. Officers will also document any actions taken, citation(s) issued, related report numbers, etc.

The Glendale Police Department will notify the California Department of Fish and Game and the PHS of all incidents involving mountain lions or black bears. In general, calls regarding mountain lions and black bears will be of two types:

(a) The animal is sick or injured; or

(b) The animal is apparently healthy but has encroached in an area where people or domestic animals are potentially endangered.

In most instances, the mountain lion or black bear will attempt to go back into the wild. If possible, allow an avenue of escape into uninhabited areas. An animal moving back into the wild is generally not a threat unless the animal has already injured a human being, in which case the animal must be destroyed.

In all cases, a supervisor shall respond to the scene and coordinate the call.

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811.3.5 RESPONSE TO RATTLESNAKE INCIDENTS

When an officer is dispatched to a snake call, the officer should attempt to identify whether the snake is, in fact, a rattlesnake or if it is a nonpoisonous snake. The ACO may also be contacted and requested to assist with the snake.

If the circumstances indicate that destruction of the rattlesnake is necessary to reasonably ensure safety for humans or domestic animals on the property, officers may destroy the snake by using snake-shot appropriate for their duty handgun, or they may use implements at hand (e.g., hoe, shovel). If a rattlesnake is destroyed, the remains of the snake should be left at the location and contact made with the ACO to arrange for pick-up and disposal.

811.3.6 USE OF OLEORESIN CAPSICUM (OC) ON ANIMALS

OC spray has been effectively used on canines, coyotes and bears in some past encounters. Its effectiveness on large cats is not known. Officers may consider the use of OC spray on a case-by-case basis within the aforementioned policy guidelines. OC spray should not be considered as an acceptable deterrent where human life is in immediate danger.

811.4 DECEASED ANIMALS

Deceased domestic animals on public property will be removed and properly disposed of by the ACO. Deceased animals on private property may also be removed by the ACO at a cost to the private property owner.

811.5 INJURED ANIMALS

When any injured domesticated animal is brought to the attention of a member of this agency, all reasonable attempts shall be made to contact the owner or responsible handler. When the owner or responsible handler cannot be located and the animal is not an immediate danger to the community an ACO should be contacted for further assistance.

811.5.1 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, members may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

(a) Make a reasonable effort to locate the owner before entering the vehicle.

(b) Take steps to minimize damage to the vehicle.

(c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.

(d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.

(e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.

(f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

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811.5.2 INJURED WILDLIFE
Injured wildlife should be referred to the Department of Fish and Wildlife or the Marine Mammal Center as applicable.

811.5.3 VETERINARY CARE
The injured animal should be taken to a veterinarian as follows:

(a) During normal business hours, the animal should be taken to an authorized veterinary care clinic.

(b) If after normal business hours, the animal should be taken to the authorized Veterinary Emergency and Critical Care Services Clinic.

(c) An exception to the above exists when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

Each incident shall be documented and, at minimum, include the name of the reporting party and veterinary hospital and/or person to whom the animal is released.

If Animal Control is not available, the information will be forwarded for follow-up.

811.6 CITATIONS
ACOs have the authority to issue a citation or arrest an individual, as well as file criminal charges or municipal code violations with the District Attorney's Office or City Attorney's Office related to any animal violation. All initial and follow-up investigation will be done by the ACO. Officers may be called to the scene to assist in the investigation and/or arrest. Officers shall not hesitate to take any immediate actions deemed necessary prior to the arrival of an ACO.

ACOs also have the responsibility to coordinate with the Glendale City Clerk's office relating to dog licensing and kennel permit inspections.

811.7 POST-ARREST PROCEDURES
The arresting officer should make a reasonable effort to ensure that animals or pets under a person's care will be provided with adequate care when that person is arrested. This is only required when there is no person to provide care and the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animals.

Relatives or neighbors may be contacted, with the owner's consent, to care for the animals. If no persons can be found or the owner does not consent, the appropriate animal control authority should be notified.

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Contract Services

812.1 PURPOSE AND SCOPE

Private individuals or organizations, that create a need for extra or special police services at events promoted or created by the persons or organizations, shall contract with the City of Glendale for the provision of these services.

812.2 CONTRACTUAL REQUIREMENTS

Persons or organizations, desiring to conduct events on public property, shall meet the various requirements of the Glendale Municipal Code. Permits for such activity are obtained from the City Clerk's office. Applications for permits are forwarded from the City Clerk's office to the Police Department for review. The Office of the Chief of Police or the Traffic Bureau Commander is responsible for reviewing the special event applications and returning them to the City Clerk. The Police Department will recommend denial, approval, or approval with conditions that the Police Department deems necessary for the safety of the event or the general public.

Persons wishing to employ police officers to be present at events conducted on private property, which do not require a City permit, shall apply directly to the Office of the Chief of Police or the Traffic Bureau Commander.

All inquiries concerning employment of officers for events to be held on public or private property shall be referred to the Office of the Chief of Police or the Traffic Bureau Commander. No employee shall quote any cost factors for this service except those specifically authorized to do so.

The applicant for special police services will be charged according to the rate established by the Director of Finance for these services.

812.3 RATE OF COMPENSATION

Employees working overtime or on a special event will be paid in accordance to the applicable pay rate established by the Finance Director and in accordance with the appropriate Memorandum of Understanding.

812.4 PREPARATION AND ROUTING OF CONTRACT FORM

The Administrative Aide to the Chief of Police, the Traffic Bureau Commander or a staff member designated by the Chief, shall be responsible for interviewing an applicant for special police services and preparing the Contract for Special Police Service. The designated officer shall:

- Exercise care to determine the applicant's identity and the nature of the organization the applicant represents
- Ascertain the type of event and the number of persons expected to attend. This information shall determine the number of officers to be assigned

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- Make a contract for not less than four hours service from each officer required, and inform the applicant that no portion of the deposit, made for the minimum time contracted, shall be rebated except as provided in this policy
- Estimate the Police Department's costs for the event and provide the estimate to the City Clerk and finance Department as appropriate.

812.5 ASSIGNMENT OF OFFICERS AND COMPLETION OF CONTRACT FORM

The Office of the Chief of Police or the Traffic Bureau Commander assigns officers to the detail. Upon completion of the detail, the officers shall prepare and submit their overtime cards to the appropriate supervisor. The total number of hours worked will be determined and that information will be forwarded to the Department of Finance. The Department of Finance will bill the responsible party.

812.6 AMMENDMENTS AND/OR CANCELLATION OF CONTRACT

The minimum number of hours to be worked may, by mutual consent, be increased to a larger number. The Contract for Special Police Services provides that no deposit shall be refunded for a canceled event unless the applicant personally notifies the Administrative Aide or Traffic Bureau Commander not less than twelve (12) hours prior to the time scheduled for the special police service to begin. It is the responsibility of the Administrative Aide or Traffic Bureau Commander to establish procedures for notifying assigned officers when a timely cancellation is made and to confer authority upon a subordinate to accept cancellation when the Bureau Commander is not available to do so.

812.7 DUTIES OF OFFICERS

Officers assigned to perform special police service are performing official police functions and shall conform to the policies, rules, and regulations of this Department. They shall:

- Be prompt and report for duty in uniform unless directed otherwise
- In the absence of a supervisor assigned to the detail, be responsible to the on-duty supervisor
- Comply with all reasonable requests from the contracting party
- Ensure there is compliance with the terms and conditions of the permit

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Chapter 9 - Custody

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Custody of Adults

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for the booking, housing, security and release of prisoners at the Glendale Police Department's Type I Local Detention Facility. In addition to this policy, the Department shall maintain the Glendale Police Department Local Detention Facility Procedures Manual to guide the operation of the Local Detention Facility. The Department shall maintain the custody of prisoners in accordance with this policy, the Glendale Police Department Custody Bureau Operational Policy and Procedures Manual and in accordance with applicable law

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Type I Facility - means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

900.2 POLICY

The Glendale Police Department is committed to to keeping adults safe while in custody at the Department.

900.3 GENERAL CRITERIA AND SUPERVISION

It is the policy of the Glendale Police Department that after booking, pre-arraigned prisoners shall not be detained in the Local Detention Facility for more than 96 hours excluding holidays. Sentenced prisoners, convicted for misdemeanor offenses, may be held for up to one year.

900.3.1 NON-DETAINABLE PRISONERS

Arrestees that fall within the following classifications should not be detained in the local detention facility.

These include:

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(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody. (c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed (15 CCR 1219).

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
(g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others (15 CCR 1053; 15 CCR 1055).
(h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).
(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
(j) Any individual who is obviously developmentally disabled (15 CCR 1057).
(k) Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).
(l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).
(m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).
(n) Any female who is six months or more along with a pregnancy.
(o) Any female suffering complications due to any disclosed recent pregnancy.
(p) Any female held over 24 hours who requests to continue birth-control measures orally or injection based prescribed by a physician.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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900.3.2 SUPERVISION OF INDIVIDUALS IN CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (15 CCR 1027).

At least one female department member should be present when a female adult is in custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

Absent life-threatening exigent circumstances, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 STAFFING PLAN

The Chief of Police or the authorized designee shall ensure a staffing plan is prepared and maintained, indicating assigned personnel and their duties. The plan should ensure that at least one member who meets the training standards established by the Board of State and Community Corrections (BSCC) for general fire- and life-safety and is trained in fire- and life-safety procedures relating specifically to the facility is on-duty at all times (15 CCR 1028).

The staffing plan shall be available for biennial review by BSCC staff. The review and recommendations of the BSCC biennial review shall be forwarded to the City, as required by 15 CCR 1027.

900.4 INITIATING CUSTODY

The officer responsible for an individual in custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Watch Commander or Jail Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander or Jail Supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to the County jail or other facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall do the following (15 CCR 1050):

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(a) Advise the Jail Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Avoid placing an adult in a cell with another adult unless no other cell is available. When such placement is necessary, members shall:

  (a) Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

  (b) Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

    (a) Continuous, direct sight and sound supervision.

    (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

  (c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

  (d) Ensure males and females are separated by sight and sound when in cells.

  (e) Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Jail Administrator will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

  1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

  1. If the country is on the mandatory notification list, then:

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(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in custody at the Glendale Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

No individual who is in labor, delivery or recovery after delivery shall be otherwise handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the individual, officers or others (Penal Code § 6030).

900.7 PERSONAL PROPERTY

The personal property of an individual in custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

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Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Jail Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Jail Supervisor shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 15 minutes (15 CCR 1027.5).

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.8.1 USE OF SOBERING CELL

Inmates who are to be held in the JailFacility and who present a threat to their own safety or the safety of others due to their state of intoxication should be placed in a sobering cell until their condition allows for continued processing.

The following guidelines apply when placing any inmate in a sobering cell (15 CCR 1056):

(a) Placement of an inmate into the cell requires approval of the a jail supervisor.

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(b) A cell log shall be initiated every time an inmate is placed in the cell. The log shall be maintained for the entire time the inmate is housed in the cell.

(c) A safety check consisting of direct visual observation sufficient to assess the inmate's well-being and behavior shall occur at least once every 30 minutes. Each safety check shall be documented in the cell log. Supervisors shall check the logs for completeness every two hours and document this action on the cell log.

(d) Under no circumstances shall an inmate be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the inmate does not have an urgent medical issue.

(e) Inmates will be removed from the cell when they no longer pose a threat to their own safety and the safety of others, and are able to continue processing.

900.9 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Field Services Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Glendale Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate

(b) Immediate notification of the Watch Commander, Chief of Police and Investigative Services Division Commander

(c) Notification of the spouse, next of kin or other appropriate person

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Coroner

(g) Evidence preservation

(h) In-custody death reviews (15 CCR 1046)

(i) Notification to the Attorney General within 10 days of any death in custody including any reasonably known facts concerning the death (Government Code § 12525)

900.10 NOTIFICATION OF SUICIDE ATTEMPT OR SERIOUS INJURY

The Jail Administrator will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Glendale Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance

(b) Immediate notification of the Watch Commander, Jail Administrator, Chief of Police, Investigation Division Commander and Administrative Services Commander.

(c) Evidence preservation

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900.11 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Glendale Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

    (a) The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.11.1 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detained arrestee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.91).

The Department shall display the required signage that complies with Penal Code § 851.91 advising an arrestee of the right to obtain the Judicial Council forms.

900.12 ASSIGNED ADMINISTRATOR

The Jail assigned Administrator will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

(a) General security

(b) Key control

(c) Sanitation and maintenance

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(d) Emergency medical treatment (15 CCR 1200)

(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032

(h) Disaster plans

(i) Building and safety code compliance

(j) Civil and other disturbances including hostage situations

(k) Periodic testing of emergency equipment

(l) Emergency suspension of Title 15 regulations and notice to the Board of State and Community Corrections as required in 15 CCR 1012

(m) Inspections and operations reviews

(n) Any other applicable requirements under 15 CCR 1029

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.13 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Glendale Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

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(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as required.

900.14 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Department members responsible for supervising adults in a Type I Jail Facility shall complete the Corrections Officer Core Course within one year of assignment (15 CCR 1020) . Such training shall include, but not be limited to, the following:

(a) Applicable minimum jail standards

(b) Jail operations liability

(c) Inmate segregation

(d) Emergency procedures and planning, fire safety and life safety.

(e) Suicide prevention

Twent four hours of refresher training shall be completed once every two years (15 CCR 1020).

The Training Manager shall maintain records of all such training in the member's training file.

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Certificates of Release- Penal Code 849

901.1 PURPOSE AND SCOPE

It is the policy of this Department to fully comply with Section 851.6 of the Penal Code:

"In any case in which a person is arrested without a warrant and is released without being formally charged with a crime, pursuant to paragraph (1) or (3) of Subdivision (b) of Penal Code Section 849, such person shall be issued a certificate, signed by the releasing officer or his/her superior officer, describing the action as a detention. The attorney general shall prescribe the form and contents of such certificate."

This Department will use the State Attorney General's office prescribed "Certificate of Release". The original form shall be given to the detained subject upon their release, and the copy shall be forwarded to the Records Bureau.

901.2 COMPLETION OF CERTIFICATE OF RELEASE-RESPONSIBILITY

The completion of the Certificate of Release (in duplicate) is the responsibility of the officer who is requesting the release under this procedure. No Certificate of Release shall be complete until a supervisor has signed the release. The signature of the Chief of Police shall appear on all Certificates of Release.

901.3 RELEASE PROCEDURES- PENAL CODE 849

Officers of this Department may release an arrested person when they are satisfied that the circumstances surrounding an arrest fall within the purview of Penal Code Section 849. If this determination is made, the officer shall notify the appropriate supervisor. The supervisor will be responsible for making an independent evaluation of the circumstances. If the supervisor concurs with the opinion of the officer, the supervisor will advise the officer to release the arrestee according to the provisions of PC 849(b)(1) or (2) and PC 851.6 and sign the Certificate of Release.

When a release is made pursuant to PC 849(b)(1) the releasing officer will complete the Certificate of Release in duplicate. The officer will give the certificates to custody personnel who will distribute the original copy to the person being released and the duplicate copy shall be delivered to the Records Bureau.

When a person is arrested for 647f of the Penal Code and is subject to being released pursuant to PC 849(b)(2), the officer will fill out a Certificate of Release as part of the booking procedure.

901.4 RELEASE BY INVESTIGATOR

Nothing in this section shall prevent an investigator, assigned to investigate a case involving a person arrested by a member of this Department, from releasing an arrestee under the provisions of Penal Code Section 849, with supervisory approval, if the circumstances justify such action.

If the suspect has been released from jail, and the investigator believes the case falls under the provisions of Penal Code 849, then it is the investigator's responsibility to complete the Department

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of Justice (DOJ) Case Disposition form, JUS 8715, ensuring the proper code is entered under the reason for release. The investigator must mail the form to DOJ, [Bureau of Identification and Information, P.O. Box 903417, Sacramento, Ca. 94203-4170], as well as mail a Detention Certificate to the suspect. The arrest agency copy of the Case Disposition Form and a copy of the Detention Certificate are to be filed with the original report.

901.5 OUTSIDE AGENCY-RELEASES

It is possible that there will be instances in which a person booked into this facility that has been arrested by members of another agency for an offense that may, upon review, make it advisable to consider releasing the arrestee under the authority of Penal Code Section 849. Should this occur, the personnel arriving at this conclusion shall notify the Jail Administrator, Custody Supervisor, Watch Commander or Watch Sergeant.

The supervisor who was notified shall be responsible for making an independent evaluation of the circumstances. If the supervisor concurs with the conclusion, the supervisor shall contact the appropriate supervisor of the agency whose personnel made the arrest. The supervisor of the arresting agency shall be acquainted with the available evidence and the Glendale Police Department supervisor's opinion. The arresting agency's supervisor shall be requested to state whether they wish to continue custody of the arrestee or proceed under Penal Code Section 849(b)(1) or (2).

If the arresting agency supervisor requests that the arrestee be released under the provisions of PC 849, this Department's supervisor shall notify the Custody Bureau personnel to complete a Certificate of Release in triplicate. The original will be given to the person being released, one copy will be delivered to the Records Bureau for inclusion in the Glendale Police Department file, and the third copy shall be mailed to the agency requesting the person's release.

During all contacts with an arrested person, employees of this Department shall not comment on the merits of a case.

901.6 OUTSIDE AGENCY NOTIFICATION-REPORT REQUIRED

In the case where a person arrested by an outside agency is released pursuant to PC 849, the Watch Commander or Watch Sergeant who investigated the matter and contacted the arresting agency shall prepare a memorandum. The memorandum shall contain all the pertinent facts of the situation and the identity of the person authorizing the release.

If after contacting the outside agency a release is not authorized, the responsible supervisor shall prepare a memorandum to the Records Bureau for inclusion in the appropriate file.

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Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Glendale Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

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902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Glendale Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Glendale Police Department identification number and information regarding how and when the property may be released.

902.4.2 SEARCH OF TRUSTEES

Custody Bureau Personnel shall be responsible for searching all trustees who have been assigned duties outside the confines of the Jail. Trustees shall be searched immediately upon return to the Custody Facility and in accordance with the Custody Bureau manual.

902.5 STRIP SEARCHES

No individual in temporary custody at any Glendale Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

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(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Glendale Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Watch Commander.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.

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10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.

(i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual's authorized representative. A record of the time, date, place of the search, the name and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual’s authorized representative.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

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(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.

(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

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Prison Rape Elimination

903.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect, and respond to sexual abuse, harassment, and retaliation against detainees or prisoners in the Glendale Police Department Temporary Holding Facilities (28 CFR 115.111; 15 CCR 1029).

903.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the detainee does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse (28 CFR 115.6; 15 CCR 1006):

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a staff member, contractor, or volunteer as follows, with or without consent of the detainee, prisoner, or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire

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- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of his/her uncovered genitalia, buttocks, or breast in the presence of a detainee, prisoner, or resident
- Voyeurism by a staff member, contractor, or volunteer

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one detainee, prisoner, or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a detainee, prisoner, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6; 15 CCR 1006).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

903.2 POLICY

The Glendale Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Glendale Police Department will take immediate action to protect detainees and prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162; 15 CCR 1029).

903.3 PREA COORDINATOR

The Chief of Police shall appoint an upper-level manager with sufficient time and authority to develop, implement, and oversee department efforts to comply with PREA standards in the Glendale Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of detainees or prisoners includes the requirement to adopt and comply with applicable PREA standards and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect detainees and prisoners from sexual abuse (28 CFR 115.113; 15 CCR 1029). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for staff to privately report sexual abuse and sexual harassment of detainees and prisoners (28 CFR 115.151).

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(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and department leadership to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents" or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to permit, to the extent available, detainee and prisoner access to victim advocacy services if the detainee or prisoner is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that detainees and prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect, and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing, or vision disabilities) (28 CFR 115.116).

1. The agency shall not rely on other detainees or prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the detainee's or prisoner's safety, the performance of first-response duties under this policy, or the investigation of a prisoner's allegations of sexual abuse, harassment, or retaliation.

(h) Publishing on the department's website:

1. Information on how to report sexual abuse and sexual harassment on behalf of a detainee or prisoner (28 CFR 115.154).

2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

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(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187; 34 USC § 30303; 15 CCR 1041).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house detainees or prisoners overnight (28 CFR 115.193).

(k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

(l) Ensuring that information for uninvolved inmates, family, community members, and other interested third parties to report sexual abuse or sexual harassment is publicly posted at the facility (15 CCR 1029).

903.4 REPORTING SEXUAL ABUSE, HARASSMENT, AND RETALIATION

Detainees or prisoners may make reports to any staff member verbally, in writing, privately, or anonymously of any of the following (28 CFR 115.151; 15 CCR 1029):

- Sexual abuse
- Sexual harassment
- Retaliation by other detainees or prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all detainees and prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward detainee or prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the detainee or prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

903.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from detainees, prisoners and third parties and shall promptly document all reports (28 CFR 115.151; 15 CCR 1029).

All members shall report immediately to the Watch Commander any knowledge, suspicion, or information regarding:

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(a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.

(b) Retaliation against detainees or the member who reports any such incident.

(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

903.4.2 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall report to the department's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a detainee or prisoner was sexually abused while confined at another facility, the Watch Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged detainee or prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

903.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

903.5.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

(a) Separate the parties.

(b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

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(d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

903.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

(a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interview alleged victims, suspects and witnesses.

(c) Review any prior complaints and reports of sexual abuse involving the suspect.

(d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a detainee or a member of the Glendale Police Department.

(f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe a detainee or prisoner sexually abused another detainee or prisoner in the Temporary Holding Facility (28 CFR 115.178).

(h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

903.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

903.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No detainee or prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Detainee or prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and

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regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

903.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with detainees or prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with detainees or prisoners by a contractor or volunteer.

903.6 RETALIATION PROHIBITED

All detainees, prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for detainee or prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for detainees, prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of detainees, prisoners or members who have reported sexual abuse and of detainees or prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of detainees or prisoners, such monitoring shall also include periodic status checks.

903.7 REVIEWS AND AUDITS

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903.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

903.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year's data and corrective actions with those from prior years.

(e) An assessment of the Department's progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be

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redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Glendale Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

903.8 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

903.9 TRAINING

All employees, volunteers and contractors who may have contact with detainees or prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Manager shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and the right of detainees and prisoners to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which detainees and prisoners are most vulnerable.
- The right of detainees, prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all detainees and prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.

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- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Manager shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with detainees or prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Glendale Police Department and that are promulgated and maintained by the Department of Human Resources.

1000.2 APPLICANT QUALIFICATIONS

Candidates for job openings will be selected based on merit, ability, competence and experience.

All peace officer candidates must meet the minimum standards described in California Government Code § 1031 in addition to the employment standards established by this department.

1000.3 STANDARDS

Applicants declared qualified for employment with the Department as a result of the competitive examination process established by the Civil Services Rules and regulations shall undergo a thorough and complete background investigation prior to their appointment.

The purpose of pre-employment background investigation shall be to efficiently and fairly identify those applicants whose prior conduct is consistent and compatible with the law enforcement mission, the fair and impartial administration of law, and the provision of community service. No selection standard of the Department shall be in conflict with or contrary to the spirit or letter of fair employment laws of the State of California or the laws of the United States or with applicable California Peace Officers Standards and Training (POST) hiring standards. The Department enthusiastically declares itself to be an Equal Opportunity Employer.

The dilemma facing the Department is one of developing a job-valid and non-discriminatory set of policies which will allow it to lawfully exclude persons who do not meet the Glendale or State of California hiring standards.

The Professional Standards Bureau maintains specific standards but follows the POST background investigation dimensions for public safety applicants. Each dimension includes a behaviorally based definition and description, along with a set of indicators as indicated below:

1000.3.1 INTEGRITY

Integrity involves maintaining high standards of personal conduct. It consists of attributes such as honesty, impartiality, trustworthiness, and abiding by laws, regulations, and procedures.

INDICATORS:

- Dishonesty in the hiring process, including:
  - deliberately misstating or misrepresenting identifying information or qualifications, whether orally or in writing

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  - misleading any person involved in the pre-employment screening process by misstating, misrepresenting, or failing to completely answer questions
  - inaccuracies or deliberate omissions in applications, Personal History Statements, or any other documentation required as part of the preemployment process used to help determine the candidate's suitability for employment
  - any other act of deceit or deception
- Lying about past mistakes or oversights
- Fraudulently reporting or other abuses/misuses of employer leave policies (e.g., sick leave, vacation, bereavement leave)
- Abuses privileges and benefits of the job (e.g., overtime, use of supplies, equipment, internet access)
- Involved in the sale or distribution of illegal drugs
- Engages in inappropriate sexual activity (e.g., prostitutes, sex with minors, etc.)
- Evidence of perjury, signing of false affidavits in any criminal or civil proceeding, falsification of official reports including statements, narratives, property documents, evidentiary documents, giving incomplete or misleading information to supervisors
- Cheating, plagiarism, or other forms of academic dishonesty
- Attempting to induce others to give false information
- Association with those who commit crimes or otherwise demonstrate unethical/ immoral behavior
- Commits illegal or immoral activities that would be offensive to contemporary community standards of propriety
- Commits crimes against employers "' arson, burglary, stealing (goods, money, or services) "' which would amount to a felony
- Conviction(s) of any criminal offense classified as a misdemeanor under California Law, especially as an adult
- Having an outstanding warrant of arrest at time of application for job or throughout the hiring process
- Admission of having committed any act amounting to a felony under California Law, as an adult
- Admission of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, indecent exposure (except acts of

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consensual unlawful intercourse accomplished between two minors, unless more than four years difference in age existed at the time of the acts)

- Actions resulting in civil lawsuits against the candidate or his/her employer
- Committing acts that, had they been detected, would have resulted in prosecution and conviction and would have automatically disqualified the candidate.

While Employed in a Position of Public Trust:

- Conviction of any offense classified as a misdemeanor under California Law while employed as a peace officer (including military police)
- Admission of administrative conviction of any act while employed as a peace officer, including military police, involving lying, falsification of any official report or document, or theft
- Admission of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer
- Accepting or soliciting any bribe or gratuity while in a position of public trust Embezzlement of money, goods or services while in a position of trust

1000.3.2 IMPULSE CONTROL/ ATTENTION TO DETAIL

Impulse control and attention to safety involves avoiding impulsive and/or unnecessarily risky behavior to ensure the safety of oneself and others. It includes thinking before acting, taking proper precautions, keeping one's impetuous, knee-jerk reactions in check, and behaving in conscious regard for the larger situation at hand.

INDICATORS:

Safe Driving Practices

- Receipt of multiple moving violations (especially for potential life-threatening acts such as reckless driving, speed contest, etc.)
- Driver in multiple chargeable collisions. Numerous moving and non-moving violations, at-fault accidents
- Instances of road rage, driving recklessly and/or at excessive speeds

Attention to Safety

- Fails to take proper precautions to minimize risks associated with hazardous activities
- Takes unnecessary, foolish risks
- Disregards risk to self or others

Impulse/Anger Control

- Overreacts when challenged or criticized

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- Unnecessarily confrontational in interactions with others
- Reacts childishly or with anger to criticism or disappointment
- Disciplined by any employer as an adult for fighting in the workplace
- Admission of any act of domestic violence as an adult
- Use of verbal or physical abuse or violence toward others
- Violent assault upon another, including spousal battery, sexual battery, or other acts of violence
- Admission of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state civil rights laws
- Instances of reprimands, counseling, terminations, suspensions for poor behavioral control at work

1000.3.3 SUBSTANCE ABUSE AND OTHER RISK TAKING BEHAVIORS

Substance abuse and other risk taking behavior involves engaging in behavior that is inappropriate, self-damaging, and with potential adverse impact on the agency, and includes alcohol and drug abuse, domestic violence, sale of drugs and gambling.

INDICATORS:

- Illegal use or possession of a controlled substance while employed in any law enforcement capacity, including military police
- Drug test of the candidate, during the course of the hiring process, where illegal controlled substances are detected
- Illegal or unauthorized use of prescription medications
- Illegal use or possession of a controlled substance while a student enrolled in college-accredited courses related to the criminal justice field
- Manufacturing, cultivating, transporting, brokering, or selling any controlled substances
- Record of alcohol or drug-related incidents, including driving under the influence or such charge reduced to reckless driving, violation of open container laws or transporting open containers
- History of other problems associated with drug and/or alcohol use
- Perpetrator of domestic violence incidents
- Missed work due to alcohol use
- Alcohol use while on the job (where prohibited)
- Arriving at work intoxicated/smelling of alcohol or hung-over

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- Gambling to the point of causing harm to oneself

1000.3.4 STRESS TOLERANCE

Stress tolerance involves maintaining composure, particularly during time-critical emergency events and other stressful situations, weathering negative events and circumstances and maintaining an even temperament and positive attitude. Accepting criticism without becoming overly defensive or allowing it to hamper behavior or job performance.

INDICATORS:

Attitude and Temperament

- Worries excessively; enters into new situations with considerable apprehension
- Overly suspicious and distrusting in dealing with others
- Argumentative, antagonistic towards others, bully
- Commonly behaves with hostility and anger
- Behavior-impairing mood swings
- Badmouths employers and others
- Unnecessarily confrontational and aggressive
- Disrupts/undermines authority (fails to successfully carry out directives; shows signs of contempt by eye rolling, excessive exhaling, etc.)

Stress Tolerance and Recovery

- Comes "unglued," freezes, or otherwise performs ineffectively when feeling overloaded or stressed
- Uncontrollable reaction to verbal abuse from others
- Reacts childishly or with anger to criticism or disappointment
- Allows personal problems and stressors to bleed into behavior on the job

Accepting responsibility for Mistakes

- Does not accept responsibility for actions and mistakes; routinely makes excuses or blames others for own shortcomings
- Becomes excessively defensive or otherwise overreacts when challenged or criticized
- Minimizes the importance of past mistakes or errors
- Refuses to accept responsibility for mistakes or improper actions

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1000.3.5 PROBLEM SOLVING AND ADVERSITY

Confronting and overcoming problems, obstacles, and adversity involves willingness and persistence in confronting problems and personal adversity. It includes taking control of situations, as necessary and demonstrating hustle and drive in reaching goals.

INDICATORS:

- Displays submissiveness and insecurity when confronted with challenges, threatening situations, or difficult problems
- Fails to take action or change behavior to resolve problems or mistakes
- Multiple personal bankruptcies, having current financial obligations for which legal obligations have not been satisfied; or any other flagrant history of financial instability
- Allows debts to mount; evades creditors, collection agencies, etc.
- Past due accounts, discharged debts, late payments, collection accounts, civil judgments, and/or bankruptcy
- Fails to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations)
- Fails to exercise fiscal responsibility commensurate with income

1000.3.6 CONSCIENTIOUSNESS

Conscientiousness refers to diligent, reliable, conscientious work patterns; performing in a timely, logical manner in accordance with rules, regulations, and organizational policies.

INDICATORS:

Dependability/Reliability

- Fails to meet commitments to work, school, family, volunteer, or community activities
- Poor attendance - takes time off from work unnecessarily (e.g., on/near weekends)
- History of being late to work, meetings, appointments
- Misses scheduled appointment during the process without prior permission
- Excessively long breaks, returning from lunch late, leaving work early
- Fails to comply with instructions or orders
- Fails to properly prepare for meetings

Personal Accountability and Responsibility

- Is not accountable for his/her performance
- Blames others for improper actions
- Fails to analyze prior mistakes or problems to improve performance

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- Disciplined by any employer (including military) for gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations
- History of involuntary dismissal (for any reason other than lay-off)
- Conducts unauthorized personal business while on duty
- Failure to exercise fiscal responsibility commensurate with income
- Past due accounts, discharged debts, late payments, collection accounts, civil judgments, and/or bankruptcy
- History of flagrant financial instability, such as multiple personal bankruptcies, financial obligations for which legal judgments have not been satisfied, etc.
- Failure to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations)

Safeguarding and Maintaining Property, Equipment and Belongings

- Fails to safeguard property entrusted to him/her
- Fails to maintain equipment
- Loses valuable information

Orderliness, Thoroughness and Attention to Detail

- Pattern of disorganization in work, school, etc.
- Fails to attend to details (e.g., typos, missing/incorrect information)
- Fails to attend to all aspects of projects and activities to be sure they are completed
- Motor vehicle collisions due to inattentiveness
- Overlooks or misinterprets instructions on PHS and other documents
- Fails to properly recall instructions/directions provided previously
- Cannot properly recall pertinent/important details related to personal history
- Problems at school, work, driving due to poor attention/vigilance

Initiative and Drive

- Gives up in the face of long hours or other difficult working conditions
- Fails to keep current on new rules, procedures, etc.
- Does not initiate proper action unless given explicit instructions
- Fails to ensure that the job is performed correctly
- Procrastinates
- Watches the clock rather than attending to task accomplishment

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- Gives up or cuts corners when faced with obstacles
- Performs job duties in a perfunctory manner, expending minimum amount of effort

General Conscientiousness

- Resigns without notice (except where the presence of a hostile work environment is alleged)
- Resigns in lieu of termination (except where a hostile work environment is alleged)
- Holds multiple paid positions with different employers within a relatively brief period of time (excluding military, and students who attend school away from their permanent legal residence)
- Reprimanded or counseled for poor work performance (including military service)
- Terminated or suspended from work
- Other than honorable discharge from military
- Released from probationary employment status except for reduction in force
- Poor record of academic achievement

1000.3.7 INTERPERSONAL SKILLS

Interpersonal skills involves interacting with others in a tactful and respectful manner, and showing sensitivity, concern, tolerance, and interpersonal effectiveness in one's daily interactions.

INDICATORS:

Social Sensitivity (the ability to "read" people and awareness of the impact of one's own words and behavior on others)

- Provokes others by officious bearing, gratuitous verbal challenge, or through physical contact
- Antagonizes others
- Uses profanity and other inappropriate language
- Incidents of domestic violence, use of verbal or physical abuse, or violence toward others
- Use of physical force to resolve disputes
- Demonstrated overreaction to criticism

Social Interest and Concern

- Baits people; takes personal offense at comments, insults, or criticism
- Evidence of inability to get along with others in work or personal life
- Makes rude and/or condescending remarks to or about others

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- Source of customer/citizen complaints
- Argumentative, loner, bully

Tolerance (lack of tact and impartiality in treating all members of society)

- Makes hasty, biased judgments based on physical appearance, race, gender, or other group membership characteristics
- Refuses to listen to explanations of others
- Inability to recognize how one's own emotions/behavior affect situations and others
- Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic, or sexual harassment or discrimination
- During the hiring/background process, uttering any epithet derogatory of another person's race, religion, gender, national origin, or sexual orientation
- Makes inappropriate comments to or about others regarding personal characteristics as well as derogatory comments about specific groups (racial, gender, sexual orientation, proficiency with the English language, immigrant status, HIV/AIDS infection, religion, transgender, social status)
- Evidence of the use of derogatory stereotypes in jokes or daily language
- Sexual harassment/hostile work environment incidents

*Social Self Confidence/*Persuasiveness *(inability and discomfort approaching individuals and in confronting and reducing interspersonal conflict).*

- Avoids confrontations at all costs
- Intimidated by others
- Minimizes or avoids interactions with others
- Escalates situations by overreacting
- Fails to diplomatically offer ideas or persuade others to adopt desired course of action
- Disruptive/challenging to authority
- Use of harassment, threats, or intimidation to gain an advantage
- Succumbs to peer pressure

Teamwork (inability to work effectively as a member of a team)

- Resents successes and accomplishments of team members
- Does not assist or request assistance from team members
- Alienates colleagues by dominating interactions and activities

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- Gossips, criticizes, and backstabs colleagues and coworkers
- Fails to achieve or maintain trust with peers, supervisors, and clients

1000.3.8 DECSION MAKING AND JUDGEMENT

Decision making and judgment involves the ability to make timely, sound decisions, especially in dangerous, pressure-filled situations, and/or where information is incomplete and/or conflicting. Able to size up situations quickly to determine appropriate action. It also involves the ability to sift through information to glean that which is important and, once identified, to use that information effectively.

INDICATORS:

Situation/Problem Analysis

- Unable to step into a situation and figure out what probably led up to that point in time, as well as what is likely to happen as the situation unfolds
- Tunnel vision; does not see the big picture when analyzing information
- Fails to identify patterns and implications when analyzing information
- Failure to consider available information or appropriate options
- Naive, overly trusting, easily duped
- Spends too much time on minor issues ''' unable to set priorities

Adherence to Policies and Regulations

- Failure to consider organizational policies and regulations when making decisions
- Fails to use appropriate judgment and discretion in applying regulations and policies; cannot distinguish between the letter and the spirit of rules and laws
- Rigid adherence to rules without consideration of alternative information; needs directives to be in black and white

Response Appropriateness

- Poor judgment in knowing when to confront ''' and when to back away from ''' potentially volatile situations
- Overbearing approach to resolving problems
- Escalates problems by under or over-reacting
- Uses force when unnecessary or inappropriate
- Indecision or poor decisions when options are not clear-cut

Response Assessment

- Paralyzed by uncertainty or ambiguity; insecure about making a decision

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- Unable or unwilling to make "mid-course corrections" on initial course of action when presented with new information or when circumstances change
- Fails to apply lessons learned from past mistakes

1000.3.9 LEARNING ABILITY

Learning ability is the ability to comprehend and retain a good deal of information, to recall factual information, and to apply what is learned.

INDICATORS:

- Dismissal or probation from school, or other indication(s) of poor academic performance
- Dismissal from a POST-certified Basic Academy, and no subsequent effort to improve in the deficient areas
- Pattern of making repeated mistakes when faced with similar problems and negative situations, in and outside of learning environments

1000.3.10 COMMUNICATION SKILLS

Communication skills is the ability to make oneself understood, both orally and in writing.

INDICATORS:

Oral Communication

- Speech is difficult to understand
- Responses to questions are rambling, confused, and/or disorganized
- Expresses thoughts and emotions inappropriately through facial gesture and body language
- Discussions of topics are incomplete, inappropriate, and/or filled with a lot of unnecessary/irrelevant details
- Fails to understand both explicit and implied messages and responds accordingly
- Does not listen well, thereby missing the point of what others are saying

Written Communication

- Illegible handwriting
- Poor grammar, punctuation, and/or spelling
- Written communications are incomplete, disorganized, unclear, and/or inaccurate
- Written responses to Personal History Statement items are inappropriate, incomplete, or otherwise difficult to decipher

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1000.4 BACKGROUND INVESTIGATION RESULTS - RIGHT TO APPEAL

Any applicant denied employment by the Department based upon disqualification shall have a right to appeal in accordance with established Civil Service Rules and Regulations.

1000.5 CONFIDENTIALITY OF BACKGROUND INVESTIGATIONS

Pre-employment background investigations are regarded as confidential documents pursuant to Article 1, Section 1 of the California Constitution, Paragraphs (c) and (f) of Government Code § 6254, Civil Code §1798.38 and §1798.40, Evidence Code §1043, Penal Code §832.7.

(a) The Department shall safeguard this information pursuant to law and hereby restricts access thereto to persons who have legal authority and a need to access such information.

(b) No investigator or other Department member privy to preemployment background information shall release, disseminate or disclose such information other than through the chain of command, except as provided by this policy or in response to the lawful order of any competent court.

(c) Nothing in this section shall be construed to mean that applicants are prohibited from purchasing and receiving copies of eligible information and/or documents concerning themselves pursuant to any request(s) under the California Public Records Act.

Except as previously described above, upon presentation and acceptance of an applicant's valid, notarized authorization form which specifies the release of employment and background information, the Department may share information from its own background investigation(s), internal affairs files, and training files with another duly authorized representative of a governmental agency, except for that information which risks compromising any confidential source as defined in California Civil Code §1798.38 or §1798.40 or is contained in the investigation's analysis and conclusions pursuant to California Government Code §6254(f). Prior to releasing any such information, the Department shall first secure, in writing, a completed Background Investigation Non-Disclosure Agreement. The employee releasing files will obtain the signed non-disclosure form, photo identification, and or business card from the representative.

1000.6 DUPLICATION OF OFFICIAL RECORDS - TRAINING PURPOSES

Unless approved by a supervisor, no department member shall remove from an official file or retain any written or recorded information gathered in any official background investigation. Any documents or written information approved for use in official training programs of the Department shall first have all identifying information removed, and all such training materials remain the property of the Department and are subject to its control and recall.

1000.7 RETENTION OF BACKGROUND INVESTIGATION RECORDS

The Department shall maintain scanned or original copies of its pre-employment background investigations for such periods as are specified by law. No portion of any pre-employment background investigation shall be destroyed except as provided by law.

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1000.8 CONFIDENTIALITY OF BACKGROUND INFORMATION

Any information discovered in the course of a background investigation shall remain confidential and not be shared or disclosed, except on a need to know and/or right to know basis or where a notarized authorization form has been received.

1000.9 RESIDENCY REQUIREMENT

Within four months of employment, all employees of the Glendale Police Department are required to live within a radius of sixty contiguous land miles of the Glendale Civic Center. The Professional Standards Bureau will maintain a map depicting the sixty mile radius.

In unusual circumstances (involving hardships), the Chief of Police may grant an exception to this policy. Exceptions require the written approval of the Chief of Police and will be strictly limited.

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Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

The Glendale Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and professional staff supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

During the evaluation process, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Employees demonstrating substandard performance shall be notified of such performance as soon as possible in order to have an opportunity to remediate the issues.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing with in the time period provided on the evaluation face page.

1001.3.1 EVALUATIONS FOR RESERVE OFFICERS AND HOURLY AND VOLUNTEER PERSONNEL

Hourly employees and volunteers will be evaluated annually in December of each year.

Reserve officer evaluations are covered under the Reserve Officers Policy.

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1001.4 FULL TIME PROBATIONARY PERSONNEL

Professional staff are on probation for 12 months before being eligible for certification as permanent employees. The employee will receive an evaluation at the 6 month and 12 month time frame. Based upon the assignment, employees may receive more frequent evaluations such as daily and bi-weekly evaluations while in training.

Sworn personnel are on probation for 12 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily and bi-weekly while they are with a training officer.

In addition to the evaluation process, supervisors may use evaluation/comment cards to document both positive and negative job performance in specific incidents. The evaluation/comment card should be initialed by the employee, and placed in the employee's working personnel file. Comment cards should be destroyed after 1 year or after the employee's next annual evaluation.

1001.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to two types of performance evaluations:

(a) **Regular** - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of last promotion.

(b) **Special** - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package. Generally, three months following any "Below Standard" or "Unsatisfactory" performance rating an interim progress should be given. This duration may, with the assistance from the Personnel Division, be modified.

If an employee is transferred from one assignment to another in the middle of an evaluation period and more than 60 days have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

In addition to the evaluation process, supervisors may use evaluation/comment cards to document both positive and negative job performance in specific incidents. The evaluation/comment card should be initialed by the employee, and placed in the employee's working personnel file. Comment cards should be destroyed after 1 year or after the employee's next annual evaluation.

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1001.5.1 RATINGS

Space for written comments is provided at the end of each category in the evaluation. This comment section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked in the highest level box or lowest level box shall be substantiated in the rater comments section.

When completing the Employee Performance Evaluation, the rater will give an overall rating. The definition of each rating is as follows:

Outstanding - This rating is given for job performance which is exemplary and far exceeds performance criteria or the job standards for the position. The employee has continuous exceptional work achievement which has been of outstanding value to the City.

Exceeds Standards - This rating is given for job performance which exceeds the job standards required of a trained and qualified employee in this position. This rating is for employees whose attitudes, motivation, enthusiasm and productivity set them apart from the employee who meets standards.

Meets Standards - This rating is given for job performance when the employee's total performance meets job standards for the position of a trained and qualified employee. The work performance is consistently up to the requirements of the position.

Below Standards - This rating is given for job performance when the employee's total performance or performance in important job dimensions is below the standard performance required for the position.

This should be considered a transitional rating. Performance at this level is not acceptable over a long period of time. The employee should be informed in this evaluation that below standard ratings are grounds for dismissal. The employee should be told that he/she will be receiving an interim progress evaluation every three (3) months until his/her performance meets standards or he/she is dismissed.

Unsatisfactory - This rating is given for job performance when the important job standards of the employee's position are performed below standards, the individual has been determined to be a liability rather than an asset to the division or when the employee is unwilling or unable to perform the tasks required of the position.

The employee should be informed in this evaluation that an unsatisfactory rating is grounds for dismissal. The employee should be told that he/she will be receiving an interim progress evaluation every three (3) months until his/her performance meets standards or he/she is dismissed.

1001.6 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Division Commander shall evaluate the supervisor on the quality of ratings given.

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The Chief of Police is responsible for checking evaluation reports for consistency, fairness, accuracy, and correctness. The Chief may add any specific objective information regarding performance to the report. The Chief of Police is ultimately responsible for the report, and the Chief's signature indicates approval/concurrence with the report.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the reviewing supervisor shall require the employee to read the City and Department harassment, discrimination and retaliation policies. Following such policy review, the supervisor shall provide the employee form P-1034, or form P-1035 for all supervisors and managers. The form is to be completed and returned by the employee certifying the following:

(a) That the employee understands the harassment, discrimination and retaliation policies.

(b) Whether any questions the employee has have been sufficiently addressed.

(c) That the employee knows how and where to report harassment, discrimination and/or retaliation policy violations.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor).

This form, while not considered part of the evaluation, shall be submitted with the evaluation where it will be maintained in the employee's personnel file. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall insure that appropriate follow up action is taken.

1001.7 EVALUATION INTERVIEW

When the supervisor has completed the evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

The employee is to sign the evaluation report to signify that it has been read (regardless of agreement with the report or not). If the employee refuses to sign the evaluation report, the employee is to be provided the opportunity to respond to the evaluation within 3 days, or a mutually agreed upon time period. If the stated time period has elapsed and the employee did not respond to the evaluation and refuses to sign the evaluation, the supervisor should write, "Refused to sign" in the space for the employee's signature.

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1001.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Professional Standards Bureau for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to City Human Resources Department.

1001.9 PERFORMANCE IMPROVEMENT PLANS

During the course of an employee's career, there may exist a time when their performance is unsatisfactory or needs improvement. If normal efforts to improve performance do not cause an improvement in performance, the more formal step of a Performance Improvement Plan (PIP) may be considered. If the supervisor determines that the employee should be placed on a PIP, the supervisor will obtain approval from their immediate manager who will inform the Division Commander.

Performance Improvement Plans assist the employee in bringing their performance up to satisfactory standards. A PIP is not considered punitive. It is a tool to help the employee improve their skills in the organization, using internal and external resources. PIPs are confidential. Supervisors, Field Training Officers (FTO) and managers should only discuss them on a need to know basis.

A PIP is designed to document a specific area or areas of unacceptable performance. The document should specifically outline the area(s) in question. The supervisor and employee should agree on a detailed plan designed to improve the employee's performance to an acceptable level. All efforts should be made to assist the employee, including internal and external resources. Internal document samples, additional training-which may include being placed with a field training officer, role playing, and scenario based exercises are a few of the examples that can be used internally to assist the employee. External resources include outside training courses, mentoring, or college course work. Ultimately, however, the responsibility of the employee to bring their performance up to a satisfactory level lies with them.

The plan of action must be specific enough for the employee to follow and the results should be measurable to determine success or failure. If the employee properly adheres to the action plan outlined in the PIP, he/she should raise his/her performance to an acceptable level. The PIP should include a reasonable time line for the employee to comply with the action plan. If the employee fails to meet the goals established in the PIP, he/she has failed to respond to this attempt to modify his/her work performance and progressive measures, up to and including termination, may be taken.

The supervisor shall discuss the document with the employee and have him/her sign it before routing it to the employee's personnel file. As a permanent record in the employee's personnel file, a PIP may be subject to in-camera review pursuant to a Pitchess motion as well as review by background investigators, who have a signed waiver.

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Transfer Policy

1002.1 PURPOSE AND SCOPE

The Transfer Policy exists to develop expertise within the organization, ensure that the organization is capable of performing its full range of services, prepare the organization for the future, and develop the experience and expertise of individual employees. All specialized assignments are temporary assignments and there are no property rights in that assignment. The duration that a member spends in any particular assignment is determined by the Chief of Police based upon his/her assessment of the needs of the Department. Although there are no set minimum or maximum time frames for any specialized assignment, most assignments are anticipated to last between three and ten years.

Generally, newly hired police officers will be assigned to the Field Services Division, Patrol Bureau until they demonstrate proficiency in patrol practices. Likewise, newly promoted sergeants will also be assigned to the Field Services Division, Patrol Bureau until they demonstrate proficiency as a supervisor in patrol practices. After demonstrating proficiency, police officers and sergeants may be considered for transfer to specialized assignments.

This policy does not apply to management classifications.

1002.2 SELECTION PROCESS

- Intra-divisional transfers may be made at the discretion of the Division Commander without any formal announcement or interview process.
- If an opening is not going to be filled by an intra-divisional transfer, then the following procedure shall be utilized:
    - When an there is a need to fill a position in a specialized detail, a personnel order shall be published describing the position, the minimum and desired qualifications, the criteria being used to evaluate the candidates, and requesting that interested personnel submit a P-702 request for transfer form for consideration.
    - When feasible, interviews will be conducted and the same process should be used for all candidates interviewing for the assignment.
    - The same pool of candidates may be used to fill additional vacancies in the specialized assignment that occur within six months following the completion of the interview process. However, at the discretion of the Division Commander, a new selection process as described above, may be initiated.

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Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

(a) GMA_MOU_Grievance

(b) GPOA _MOU_ Grievance

(c) GCEA_MOU Grievance

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Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

1004.2 POLICY

The Glendale Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Personnel Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

(a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.

(b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.

(c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.

(d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.

(e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Unit for investigation pursuant to the Personnel Complaints Policy.

1004.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1004.8 TRAINING

The policy should be reviewed with each new member.

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All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Employee Convictions

1005.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

The Administrative Services Supervisor shall submit in a timely manner a notice to the Commission on Peace Officer Standards and Training (POST) of any appointment, termination, reinstatement, name change or status change regarding any peace officer, reserve peace officer, public safety dispatcher and records supervisor employed by this department (11 CCR 1003).

The Administrative Services Supervisor shall submit in a timely manner a notice to POST of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

1005.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendre plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

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1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the employee’s own resources and on the employee’s own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee’s duties, the employee may be placed on administrative leave, reassigned or disciplined. The Department may, but is not required to return an employee to any assignment, reinstate any employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

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Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1006.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

1006.3.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

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Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

The Department recognizes the confidentiality and privacy due employees. Disclosure of any information relating to chemical abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the employee involved or pursuant to lawful process. The written results of any screening test may be provided to the employee but will remain confidential and separate from the employee's other personnel files.

1006.7 REQUESTING SCREENING TESTS

The supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

1006.7.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

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(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.2 SCREENING TEST REFUSAL
An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

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Sick Leave

1007.1 PURPOSE AND SCOPE

Employees of this department are provided with a sick leave benefit that gives them continued compensation during times of absence due to personal or family illness. The number of hours available and terms of use are detailed in the employee's respective personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) , the California Family Rights Act, leave related to domestic violence, sexual assault, stalking or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1007.2 EMPLOYEE RESPONSIBILITIES

Sick leave may be used for absences caused by illness, injury, diagnosis, care or treatment for existing health conditions, temporary disability (including pregnancy/maternity), or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not possible to schedule such appointments during non-working hours.

Sick leave is not considered vacation, and abuse of sick leave may result in discipline and/or denial of sick-leave benefits. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity which may impede recovery from the injury or illness.

Family Care Leave is defined as whenever the employee's presence with the family is needed because of illness or medical conditions with the spouse or family. Family Care Leave is charged against the employee's accumulated sick leave. A maximum of 48 hours may be granted in each calendar year. Family is defined as spouse, employee's child, employee's stepchild, parent or spouse's parents, registered domestic partner as defined by State law or any other relative residing in the same household as the employee.

Upon return to work, employees shall complete and submit a leave request describing the type of leave used and the specific amount of time taken.

1007.2.1 NOTIFICATION

Employees are encouraged to notify an appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, employees shall make such notification no less than one hour before the start of their scheduled shift. If an employee is unable to contact the supervisor in the case of an emergency, every effort should be made to have a representative contact the supervisor (Labor Code § 246).

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When the necessity for leave is foreseeable, such as an expected birth or planned medical treatment, the employee shall, whenever possible, provide the Department with no less than 30-days notice of the intent to take leave (Labor Code § 246).

1007.3 EXTENDED ILLNESS

Employees absent from duty due to personal illness or injury in excess of five full working days (GCEA and GMA) or in excess of 40 hours (GPOA), will be required to contact Employee Health Services and obtain a Return to Work/Work Status Report form prior to returning to work. Nothing in this section precludes a supervisor with cause from requiring a physician's statement if fewer sick days or hours are taken.

1007.4 SUPERVISOR RESPONSIBILITY

Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with this policy. Supervisors should address sick-leave use in the employee’s performance evaluation when it has negatively affected the employee’s performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations. When appropriate, supervisors should counsel employees regarding the excessive use of sick leave and should consider referring the employee to the Employee Assistance Program.

1007.5 REQUIRED NOTICES

The Personnel Director shall ensure:

(a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.

(b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

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Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Glendale Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Glendale Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

2. Bloodborne pathogen mandates including (8 CCR 5193):

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(a) Sharps injury log.

(b) Needleless systems and sharps injury protection.

3. Airborne transmissible disease mandates including (8 CCR 5199):

(a) Engineering and work practice controls related to airborne transmissible diseases.

(b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.

4. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).

5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.

6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).

(f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).

The ECO should also act as the liaison with the Division of Occupational Safety and Health (Cal/OSHA) and may request voluntary compliance inspections. The ECO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

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(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

The seasonal flu vaccination will be offered annually to all members. The hepatitis B vaccination series will be made available within ten working days of initial assignment, unless:

(a) The member has previously received the complete hepatitis B vaccination series; or

(b) An antibody test reveals that the member is immune (pre-screening will not be done unless deemed medically advisable); or

(c) Medical reasons prevent taking vaccinations.

Employee Health Services will maintain a record for each member with occupational exposure to the flu as well as hepatitis B and the date the vaccine was given. Cal OSHA has a mandatory requirement that any member determined to have occupational exposure that refuses to receive the vaccine for the flu and hepatitis B sign a declination form. If a member refuses to sign such declination form then a member of Employee Health Services should document such refusal, and date and sign such document.

All members will also be offered annual tuberculosis testing or may be tested more frequently if applicable public health guidelines or the local health officer recommends. Any member who experiences a tuberculosis conversion will be referred to a physician or other licensed health care professional knowledgeable about tuberculosis evaluation.

If a member has previously declined a vaccination and/or testing, he/she may obtain a vaccination and/or testing at a later date, upon request, if he/she continues to be exposed.

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1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor and complete the Exposure Packet as soon as practicable.

(d) Nofity Workers' Compensation as soon as practicable.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

(a) Name and Social Security number of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

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No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1008.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.

(c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).

(d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).

(e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

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1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Aerosol Transmissible Diseases

1009.1 PURPOSE AND SCOPE

This policy will identify those job classifications and/or positions where employees may have an elevated risk of contracting any diseases caused by an Aerosol Transmissible Pathogen, such as tuberculosis, Avian flu, swine flu, SARS, pertussis (whooping cough) and any other diseases as listed in Appendix A of the California Code of Regulations, Title 8, Section 5199.

This policy is intended to provide guidelines for department personnel to assist in minimizing the risk of contracting or spreading aerosol transmissible diseases (ATD) and to minimize the incidence of illness and injury. This policy will comply with the California Code of Regulations Title 8, Section 5199 and consist of the following:

- Source control procedures
- Infection control procedures
- Identification and referral of suspected or confirmed airborne infectious disease cases
- Establishment of temporary control measures during referral of airborne infectious cases
- Communication of disease status to police personnel
- Vaccination and testing procedures
- Initial and annual training

1009.2 DEFINITIONS

(a) **Aerosol transmissible disease (ATD) or aerosol transmissible pathogen (ATP)** - A disease or pathogen for which droplet or airborne precautions are required, as listed in Appendix A California Code of Regulations, Title 8, Section 5199.

(b) **Airborne infectious disease (AirID)** - Either: (1) an aerosol transmissible disease transmitted through dissemination of airborne droplet nuclei, small particle aerosols, or dust particles containing the disease agent for which Airborne infection isolation is recommend by the CDC or CDPH, as listed in Appendix A of Section 5100, or (2) the disease process caused by a novel or unknown pathogen for which there is no evidence to rule out with reasonable certainty the possibility that the pathogen is transmissible through dissemination of airborne droplet nuclei, small particle aerosols, or dust particles containing the novel or unknown pathogens.

(c) **Exposure incident**- An event in which all of the following have occurred: (1) An employee has been exposed to an individual who is a case or suspected case of a reportable ATD, or to a work area or to equipment that is reasonably expected to contain ATPs associated with a reportable ATD; and (2) The exposure occurred without the benefit of applicable exposure controls required by this policy, and (3)

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It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to required medical evaluation.

(d) **Occupational Exposure**-Exposure from work activity or working conditions that is reasonably anticipated to create an elevated risk of contracting any disease caused by ATPs if protective measures are not in place. In this context, "elevated" means higher than what is considered ordinary for employees having direct contact with the general public outside of the facilities, service categories and operations listed in subsection (a)(1) of CCR, Title 8, § 5199. Occupational exposure is presumed to exist to some extent during the transport or detention of persons reasonably anticipated to be cases or suspected cases of aerosol transmissible diseases; and police services provided in conjunction with health care or public health operations. Whether a particular employee has occupational exposure depends on the tasks, activities, and environment of the employee, and therefore, some employees of a covered employer may have no occupational exposure. Employee activities that involve having contact with, or being within exposure range of cases or suspected cases of ATD, are always considered to cause occupational exposure. Similarly, employee activities that involve contact with, or routinely being within exposure range of populations served by facilities that house inmates or detainees are considered to cause occupational exposure.

(e) **Referral**-The directing or transferring of a possible ATD case to another facility, service or operation for the purposes of transport, diagnosis, treatment, isolation, housing or care.

(f) **Referring Employer**-Any employer that operates a facility, service, or operation in which there is occupational exposure and which refers AirID cases and suspected cases to other facilities. Law enforcement is considered a referring employer as they do not provide diagnosis, treatment, housing, isolation or management of referred cases.

(g) **Reportable aerosol transmissible disease (RATD)**-A disease or condition which a health care provider is required to report to the local health officer, in accordance with Title 17 CCR, Chapter 4, and which meets the definition of an aerosol transmissible disease (ATD).

(h) **Screening (non health care provider)** -The identification of potential ATD cases through readily observable signs and the self report by individuals.

(i) **Source control measures**-The use of procedures, engineering controls, and other devices or materials to minimize the spread of airborne particles and droplets from an individual who has or exhibits signs or symptoms of having an ATD, such as persistent coughing.

(j) **Suspected case**-Either of the following:

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1. A person whom a health care provider believes, after weighing signs, symptoms, and/or laboratory evidence, to probably have a particular disease or condition listed in Appendix A of the California Code of Regulations, Title 8, Section 5199.
2. A person who is considered a probable case, or an epidemiologically-linked case, or who has supportive laboratory findings under the most recent communicable disease surveillance case definition established by CDC and published in the Morbidity and Mortality Weekly Report (MMWR) or its supplements as applied to a particular disease or condition listed in Appendix A.

1009.3 OCCUPATIONAL EXPOSURE CLASSIFICATIONS AND TASKS

Only employees in the following job categories and those who perform the following tasks will be determined to have occupational exposure:

List of classifications which have occupational exposure:

(a) Custody Bureau Administrator, Custody Bureau Supervisor, Community Service Officer-Jailer, Court Transportation Officer

(b) Police Chief, Police Captain, Police Lieutenant, Police Sergeant, Police Officer and Reserve Officer

(c) Forensic Supervisor and Forensic Specialists

Tasks in which occupational exposure may occur:

- Booking individuals
- Transporting individuals
- Investigating or detaining individuals
- Interviewing arrestees
- Conducting crime scene investigations, e.g. photographing victims or suspects

Whether a particular employee has occupational exposure as defined by Cal OSHA depends on the tasks, activities and environment of the employee. Some employees covered in these Department specific exposure procedures may have no occupational exposure, however, they will be expected to comply with all of the procedures with the exception of the requirements for vaccinations and testing as listed in § 1017.10.

Any employee who is not listed in the above classifications is not prohibited from filing a claim with the City Workers' Compensation as a result of a suspected or actual exposure.

1009.4 EXPOSURE CONTROL RESPONSIBILITY

In order to effectively implement an Exposure Control Plan there needs to be a collaborative effort from all personnel. This policy outlines the responsibility of the following personnel:

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- Exposure Control Officer
- Employee Health Services Administrator
- City Risk Manager
- Police Supervision
- All police personnel

1009.4.1 EXPOSURE CONTROL OFFICER

The Field Services Administrative Sergeant will serve as the Department's Exposure Control Officer (ECO). The ECO shall be responsible for the implementation of the Aerosol Transmissible Disease Plan.

Responsibilities include, but are not limited to:

- Overall management of the ATD Exposure Control Plan (ECP) for the Police Department.
- Developing or delegating the development and maintenance of the ECP.
- Review the plan annually, or sooner if necessary, regarding the effectiveness of the plan in respective work locations.
- Revising or delegating the revision and updating the plan annually and as necessary.
- Ensuring the implementation of the ECP.
- Working with police personnel to develop and administer any additional communicable disease related policies and practices to support the effective implementation of this plan.
- Maintain knowledge of current legal requirements concerning communicable diseases.
- Periodic review of workplace practices and engineering controls which affect the potential for exposure.
- Maintaining adequate supplies of personal protective equipment.
- Managing the program by delegating authority and responsibility to appropriate City and Police personnel as follows:

1009.4.2 HEALTH SERVICES ADMINISTRATOR

The Health Services Administrator is responsible for assisting in the development, management and implementation of the Exposure Control Plan.

Responsibilities delegated to the Health Services Administrator include, but are not limited to:

- Maintaining knowledge of current legal requirements concerning communicable diseases.

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- Updating the designated ECO of new laws and regulations.
- Conducting annual reviews to maintain an up-to-date ECP.
- Revising and updating the ECP when necessary.
- Reviewing and developing departmental educational programs to ensure information is up-to-date.
- Provide training or delegate an individual to train who is knowledgeable in infection control principles and practices as they apply to the Police Department, operation and/or assignment.
- Working with the ECO to maintain appropriate training documentation.
- Working with the ECO to maintain and up to date data base of police personnel who are required to receive training.
- Working with the ECO to maintain appropriate training documentation.
- Serve as liaison with the Los Angeles County Department of Public health regarding Department outbreaks and strategies for treatment, mitigation of spread, monitoring of treatment of affected personnel and cooperation with necessary public health investigations.
- Advise with regard to necessary or recommended vaccinations against communicable disease for department members.
- Notify the hospital that the source patient was taken to that an exposure occurred and request voluntary testing.
- Provide post exposure information to exposed personnel.

1009.4.3 CITY RISK MANAGER

The City Risk Manager, in conjunction with the Health Services Administrator, is responsible for assisting in the development, management and implementation of the Exposure Control Plan.

Activities delegated to the City Risk Manager, or his/her designee, include, but are not limited to:

- Initiating medical evaluation and treatment for exposed personnel.
- Follow up on post procedures and testing.
- Provide post exposure information to exposed personnel.
- Act as the representative with OSHA during inspections.

1009.4.4 POLICE SUPERVISORS

Those police supervisors who supervise personnel who have exposure or may have exposure, based on the classifications and tasks listed in § 1017.3, are responsible for exposure control on their respective shifts or within their respective units. They are responsible for ensuring that proper exposure control procedures are followed. Responsibilities include, but are not limited to:

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- Periodic review of workplace practices and engineering controls which affect the potential for occupational exposure.
- Solicit input from non-managerial employees regarding best work place practices related to exposures.
- Notify the ECO and facilities maintenance regarding the need for personal protective equipment.
- Notify City Risk Management regarding initiating medical evaluation and treatment of exposed personnel.
- Investigate all employee exposures.
- Work with the Employee Health Services Administrator to notify the hospital that the source patient was taken to that an exposure occurred and request voluntary testing. If the Health Services Administrator is not on duty, do not delay in performing this task.

1009.4.5 POLICE PERSONNEL

Police personnel have the most important role in the Exposure Control Plan. Ultimately, the execution of the plan is each department member's role. To fulfill this role each must do the following:

- Know which tasks they perform that have the potential for occupational exposure to ATDs.
- Attend communicable disease training sessions.
- Plan and carry out all operations in accordance with the Department's work practice controls.
- Develop and maintain good personal hygiene habits.

1009.4.6 EXPOSURE PROCEDURE

Following exposure or suspected exposure to an Airborne Transmissible Disease the employee should:

(a) Notify a supervisor of any exposure or suspected exposure.

(b) Immediately seek medical treatment.

(c) Complete Glendale Police form P-893, Communicable Disease Exposure form.

(d) In compliance with Policy, notify Workers' Compensation, as soon as practical.

While it is understood that circumstances may prevent the selection of a hospital for treatment, if possible, the employee should seek treatment at a contracted medical facility within the City of Glendale.

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1009.5 SOURCE CONTROL PROCEDURES

Source control procedures relates to the officer's ability to limit exposure at the source of the disease. The Department strives to reduce exposure by implementing feasible engineering work practice controls that minimize exposure to airborne transmissible pathogens. Source control procedures will incorporate the recommendations contained in the CDC's Respiratory Hygiene/ Cough Etiquette in Health Care Settings fact sheet, dated November 4, 2004. In addition, the following steps will be taken:

- A disposable "surgical" mask will be placed on the person with the following symptoms: fever (typically over 100 degrees), cough, sneezing, runny nose, weakness, fatigue, malaise, body aches, soreness, pain related to trauma or activity level, chills, sore throat, headache, possible gastro-intestinal symptoms, nausea, diarrhea or recent vomiting (but not currently).
- Attempt to stay 6 feet away from range of expelled droplets.
- Avoid contact with surfaces that may be contaminated with any ATD pathogen.
- Wash hands after glove removal and as soon as possible after contact. Consider changing gloves during the call if direct contact is made with potentially contaminated persons/surfaces.

When these controls do not provide sufficient protection the department will provide and require that the employee use personal protective equipment.

1009.6 INFECTION CONTROL PROCEDURES

Police personnel shall be responsible for cleaning and disinfecting work areas, vehicles and equipment that may become contaminated and pose an infection risk to employees. The disposal, cleaning and decontamination procedures can be found in the Communicable Disease Policy .

1009.7 IDENTIFICATION AND REFERRAL OF SUSPECTED OR CONFIRMED CASES

In order to ensure that confirmed and suspected airborne infectious disease (Air ID) cases are properly screened and referred out to the County Jail or hospital, the following steps will be taken:

Prior to transporting an individual to the jail the officer will ask the suspect if they have a fever. If the answer is "yes", the officer will ask the suspect if they have a sore throat or cough. If the answer is also "yes" to both or either of these two questions then assume it is the flu and take the following precautions:

- Put on latex gloves, eye protection, and an N-95 mask within 6 feet of the suspect/ subject.
- Limit personnel exposed to the suspect/subject.
- Limit the time of exposure to the suspect/subject.

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Prior to transferring the arrestee to the custody of the Correctional Officer, the Arresting Officer will communicate on the Jail tac channel the suspected status, (T-35B), of the infected individual to the Correctional Officer so that they can take appropriate precautions.

The Correctional Officer will complete the Pre-Booking Medical screening form which includes the Supplemental ATD Questionnaire. Any arrestee who meets the criteria established by the local health department for referral will be transported within 5 hours of identification of the case or suspected case to County Jail or Hospital. The requirements to transfer may be waived provided that the department documents the following:

(a) The department has contacted the local health officer.

(b) There is no Airborne Infection Isolation (AII) room or area available within that jurisdiction.

(c) Reasonable efforts have been made to contact establishments outside of that jurisdiction, as provided in the plan.

(d) All applicable measures recommended by the local health officer or the Infection Control PLHCP have been implemented.

(e) All employees who enter the room or area housing the individual are provided with, and use, appropriate personal protective equipment and respiratory protection in accordance with Title 8, Section 5144 and 5199.

H1N1 Exception: In the case of a novel pathogen such as H1N1, Cal/OSHA does not require referral or transfer where such actions are not feasible. The arrestee should be provided with a surgical mask or tissues and hand hygiene materials to the extent feasible, and they should be placed in a separate room or area with separate ventilation. Any employee that may have to enter the room or cell must wear an N-95 mask. In addition, signs should be placed on the door of the room or other effective means should be implemented to communicate that isolation precautions are to be followed when entering the room or cell.

1009.8 TEMPORARY MEASURES DURING REFERRAL

To ensure that all Police Officers and Correctional Officers are protected during the transfer process of the suspected or confirmed case, the following temporary control measures will be taken, the person transferring the case will put on latex gloves and an N-95 mask. Once the arrestee/subject is placed in the back seat of the police unit, the vehicle will be driven with the windows rolled up or down and with the air conditioning on. If the person transporting the arrestee/subject chooses to have the air conditioning off they should make sure that the front windows are rolled up.

1009.9 COMMUNICATION OF DISEASE STATUS

It is imperative that notifications be made in a timely manner to prevent the further transmission of a communicable disease as well as get immediate access to medical treatment. The Field Services

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Administrative Sergeant will check with the local hospital to see if a report of an ATD has been made to the Los Angeles County Public Health Department.

If an employee from another City Department, e.g., Fire, or another employer, such as a hospital, is exposed, that entity shall be notified within 72 hours of the report to the L.A. County Health Department.

If another employer, (e.g. a hospital), or another department (e.g. Fire) notifies any police personnel of a potential exposure involving a police department employee, this information will be forwarded to the Field Services Administrative Sergeant. The information will also be communicated to the possibly infected employee(s) within a time frame that is reasonable for the specific disease, but in no case later than 72 hours following any notification by the Los Angeles County Health Department.

1009.10 VACCINATIONS AND TB TESTING

All employees who have been identified as having occupational exposure, as outlined in § 1017.3, will be offered the opportunity to participate in a seasonal flu vaccination program. Employee Health Services will maintain a record for each employee with occupational exposure and the date the vaccine was given. Cal OSHA has a mandatory requirement that any employee determined to have occupational exposure who refuses to receive the vaccine must sign a declination form.

All employees listed in the classifications in § 1017.3 will be offered annual TB testing or may be tested more frequently, if applicable public health guidelines or the local health officer recommends more frequent testing. Any employee who experiences a TB conversion will be referred to a physician or other licensed health care professional knowledgeable about TB evaluation.

1009.11 TRAINING

Initial and annual training will be provided to all employees who have been assigned tasks where occupational exposure may take place as listed in 1017.3.

- Training elements will comply with the Cal/OSHA ATD requirements contained in Title 8, Section 5199.
- The training will be interactive and allow employees to discuss the effectiveness of the program in their respective work areas. Deficiencies found will be corrected.
- Training records will be maintained for all affected employees. Where an N-95 respirator is required, initial and annual respiratory protection training and fit-testing will be completed in compliance with the Department's Respiratory Protection Program.
- H1N1 Exception to Fit-Testing: The Department should not fail to provide a respirator because the employee has not yet been fit-tested for the respirator, since even a respirator that has not been fit-tested will provide better protection than a surgical mask. Where all respirator users cannot be immediately fit-tested the department should first target those at higher risk of exposure.

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Aerosol Transmissible Diseases

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Smoking and Tobacco Use

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Glendale Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, cigarettes, cigars, pipe tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1010.2 POLICY

The Glendale Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

1010.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Glendale Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1010.4 ADDITIONAL PROHIBITIONS

No person shall use tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether present for training, enforcement, or any other purpose (Government Code § 7596 et seq.).

Smoking is also strictly prohibited within a 50-foot radius of any city fuel pumps.

1010.4.1 NOTICE

The Chief of Police or the authorized designee should ensure that proper signage is posted at each entrance to the Department facility (Labor Code § 6404.5).

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Personnel Complaints

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Glendale Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1011.1.1 PERSONNEL COMPLAINTS DEFINED

Complaints will be reviewed by the Office of the Chief of Police and assigned into one of three categories:

(a) Minor Complaint - The Chief, or his designee, upon review of the facts of a complaint, may determine that a complaint is "minor" in nature. The Chief, or his designee, upon forwarding the complaint documents to PSB for assignment and dissemination will indicate on same whether the complaint is "minor." For a complaint to be classified as a "minor" complaint, the nature of the allegation, based on a sustained finding, would not result in a range of discipline that would exceed a Written Reprimand absent any additional facts or allegations that are later determined to exist. All other complaints will be simply be referred to as personnel complaints or service complaints.

(b) Personnel Complaint - A personnel complaint consists of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department or City policy, Civil Service Rules, federal, state or local law. Such complaints may be investigated by a department supervisor of rank greater than the accused employee or referred to the Internal Affairs Unit depending on the seriousness and complexity of the investigation. Personnel complaints may be generated internally or by the public.

(c) Service Complaint - A Service Complaint is defined as a difference of opinion between an employee and a citizen over the performance of a law enforcement function (e.g. issuance of a traffic citation) or other official action. Service Complaints shall not include any allegation that the employee violated a law, policy, or procedure. A Service Complaint is not a Personnel Complaint, and while a Service Complaint will be officially retained as a Department record in accordance with law, it shall not be retained in an employee's personnel file.

A citizen inquiry is defined as a citizen's perception of improper behavior by a Department employee, which has been resolved in the preliminary interview with the citizen and does not appear to involve any violation of law, policy or procedure. Allegations of perceived improper behavior, which have been resolved as Citizen Inquiries, are not Personnel Complaints and shall not be retained in an employee's personnel file.

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1011.1.2 PERSONNEL COMPLAINT CLASSIFICATION

The Glendale Police Department has established fifteen personnel complaint classifications. A complaint may have more than one classification associated with it.

(a) CONDUCT UNBECOMING - Behavior that is malicious, criminal or fails to follow ordinary and reasonable rules of good conduct, including behavior that negatively impacts the Department's relationship with other criminal justice agencies an/or undermines the officer's authority.

(b) DISCOURTESY- Rude or abusive actions directed toward another person.

(c) DISCRIMINATION - Adverse employment action related to hiring, firing, transfers, promotions, demotions, job or project assignments, etc., because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age, marital status or denial of family care or pregnancy disability leave.

(d) HARASSMENT - Any act or omission of an act which would create a hostile work environment and includes, but is not limited to, derogatory comments, slurs or jokes, pictures, cartoons or posters, and actions which result in an employee being offended or insulted based on being a member of a protected class as listed above in (c).

(e) DISHONESTY - Theft or misappropriation of property or funds of another or of the City. Making false or misleading information or statements.

(f) FORCE - Physical abuse; unnecessary or inappropriate force; or force used as punishment or to exact vengeance.

(g) IMPROPER SEARCH - Failure to appropriately conduct a searching technique when lawfully authorized.

(h) IMPROPER TACTICS - When the use of physical effort on the employee's part is inconsistent with approved policy or procedure excluding summary punishment or acts of vengeance.

(i) INSUBORDINATION - Failure or refusal to follow a lawful order of a superior; disrespectful conduct by an employee toward a superior officer.

(j) MISSING PROPERTY - Property that is missing because of actions or lack of actions by a Department employee while the property was in their control.

(k) NEGLECT OF DUTY - Failure to perform a required duty or task.

(l) SEARCH AND SEIZURE - Where an officer fabricates his/her probable cause, acts without good faith, or acts with disregard for the rights of the individual.

(m) SUBSTANCE ABUSE - Use of intoxicants by on-duty employees. Use of illegal substances or illegal use of legal substances at anytime by employees.

(n) VEHICLE OPERATIONS - Improper, illegal, or unauthorized operation of motor vehicles by employees.

(o) OTHER CRIMINAL/POLICY - Misconduct that does not fall within any of the previous classifications.

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1011.1.3 PERSONNEL COMPLAINT INVESTIGATIONS
The primary responsibility for investigating personnel complaints shall be vested in the Professional Standards Bureau. However, personnel complaints may also be investigated at the division level of the Department as determined by the Chief of Police after considering the following factors: Severity of the allegations

- Sensitivity of the allegations.
- Assignment and/or rank of the employee(s) alleged against.
- The potential for substantial discipline.
- The complexity of the anticipated investigation.
- The potential for criminal or civil actions arising from the incident.

1011.2 POLICY

The Glendale Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1011.2.1 AVAILABILITY OF COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities. Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.The front desk officer shall immediately give a complaint form to any individual that requests such a form or states they wish to make a complaint. It is not necessary that a supervisor first respond and contact the individual prior to giving the complaint form.

Any employee receiving information alleging misconduct shall not attempt to dissuade the person from making the complaint, even if the employee feels that the complaint is of minor importance.

1011.2.2 ACCEPTANCE OF COMPLAINTS
A complaint received via the mail or dropped off at the police station shall be accepted, regardless of its apparent validity.

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If the complainant uses the Citizen Complaint Procedure form, the receiving employee shall sign the form and include their ID number and business phone number in the area indicated on the form. Otherwise, the receiving employee shall complete an internal memorandum identifying the receiving employee, the date and time the complaint was received, and the manner in which it was delivered.

The complaint and information from the receiving employee shall be placed in a sealed envelope and forwarded to the Chief of Police. The envelope shall be clearly marked "Confidential".

1011.2.3 COMPLAINT DOCUMENTATION

Upon determining that a person has come to the Police Facility for the purpose of making a complaint against a member of the Department, the employee who is contacted by the complainant shall provide the complainant with a Complaint Form, and if requested, direct the complainant to a supervisory staff member or higher in the following order:

- The immediate supervisor or bureau commander of the involved employee.
- A Supervisor or bureau commander in the same division as the involved employee.

During non-business hours, the receiving employee shall summon the Field Services Division Watch Commander or designee to handle the complaint intake.

Complainants who insist on speaking with the Internal Affairs unit or the Office of the Chief of Police shall be directed to the Internal Affairs Sergeant or the Staff Services Sergeant respectively, unless the nature of the allegation demands a higher level of attention.

In an effort to ensure accuracy in the complaint, it is recommended that a recorded statement be obtained from the reporting party. A refusal by the party to be recorded shall not alone be grounds to refuse to accept a complaint.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1011.2.4 COMPLAINT INTAKE- INITIAL TELEPHONIC CONTACT

Upon ascertaining that a citizen's telephone call is for the purpose of making a complaint against a member of the Department, the employee receiving the phone call shall direct the call to a supervisory staff member or higher in the following order:

- The immediate supervisor or bureau commander of the involved employee.
- A supervisor or bureau commander in the same division as the involved employee.

During non-business hours, complainants telephoning shall be given the option of speaking with the appropriate supervisor during normal business hours or speaking to the Field Services Division Watch Commander or designee.

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The supervisor taking the complaint shall utilize the proper form, obtaining the complainant's name, date and time of receipt, call back number and contact location.

1011.2.5 COMPLAINT INTAKE-INTERNALLY GENERATED
Personnel complaints that are initiated by an internal source (i.e., a Department employee) may be given to a supervisory or management staff member for intake processing or forwarded directly to the Division Commander with oversight of the Professional Standards Bureau.

1011.3 SUPERVISOR RESPONSIBILITY

If a supervisor or Bureau Commander makes contact with the complainant prior to the complaint being forwarded to the Chief of police, he/she may conduct a preliminary interview with the complainant to:

(a) Determine the nature of the complaint.

(b) Determine if the complaint can be successfully resolved while meeting the needs of the complainant and the Department.

(c) Determine if the nature of the allegations are of a serious nature or constitute criminal conduct.

The supervisor or Bureau commander handling any preliminary interview shall forward to the office of the Chief of Police, without delay, the Complaint Form and/or other complaint documents sealed in an envelope marked "Confidential".

The handling supervisor or manager shall document all pertinent facts related to the allegations or complaint not covered in the complainant's statement. Injuries alleged by the complainant or witnesses or damage attributed to the actions of Department employees by the complainant should be documented either in writing or by photographs. If the complainant or other parties have already sought or intend to seek medical treatment, the handling supervisor or manager shall attempt to elicit the identity of the treating medical doctor or facility.

A supervisor dealing with an accused employee shall ensure that the procedural rights of the employee are followed pursuant to Government Code§ 3303, et seq. However, supervisors shall also maintain the ability to engage in the interrogation of an employee in the normal course of duty, counseling, instruction or informal verbal admonishment, or other routine or unplanned contact (California Government Code 3303(i)).

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

When the nature of a personnel complaint relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly notify the Chief of Police or his/her designee.

1011.3.1 RESOLUTION OF COMPLAINT
In certain cases the early resolution of a citizen's concern at the preliminary interview stage is appropriate and can often spare both the Department and the employee a great deal of time, effort,

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and trauma. It is the responsibility of the handling supervisor or manager to be able to justify the resolution of the complaint against the needs of both the complainant and the Department. Such resolved complaints shall be deemed as "inquiries".

An informal resolution of a complaint during the preliminary interview cannot be made if one or more of the following conditions exist:

(a) The complainant's concerns have not been resolved satisfactorily or further action by the Department is requested.

(b) The allegations made by the complainant constitute any violation of law, policy or procedure.

(c) The necessity of furthering the complaint process based on Department needs outweighs the benefits of an immediate informal resolution. The needs of the Department to continue the complaint process may include supervisory knowledge of the background of the incident and/or the employee involved.

1011.3.2 NOTIFICATION REGARDING ALLEGATIONS OF A SERIOUS NATURE

Complaints of sufficient gravity (such as allegations of serious misconduct and/or criminal conduct) may require immediate action. The manager, Watch Commander or their designee should normally notify the appropriate Division Commander of the complaint. The following order shall be used in the event that notification is made during non-business hours:

- The Division Commander of the involved employee, during non business hours on weekdays.
- The On-Call Staff Duty Officer, during weekend hours.

The member of the Command Staff so notified shall evaluate the totality of the potential ramifications of the allegation, including the impact to the Department, its employees, the City, and the community; media involvement; civil liability, and other political considerations. In the event of serious allegations, the Command Staff member shall notify the Chief of Police.

When a complaint of misconduct is of a serious nature or when circumstances practically dictate that it would impose an unreasonable risk to the Department, the employee, other employees or the public, a supervisor may assign the accused employee to administrative leave pending completion of the investigation or the filing of administrative charges.

1011.3.3 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any member placed on administrative leave:

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(a) May be required to relinquish any department badge, identification, assigned weapon(s) and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift (generally normal business hours) during the pendency of the investigation and may be required to remain available for contact at all times during such shift and report as ordered.

(d) When, at such time, is returned to full and regular duty, the member shall be returned to their regularly assigned shift with all badges, identification card and other equipment returned.

1011.3.4 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1011.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.4.1 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of his/her statement at the time it is filed with the Department (Penal Code § 832.7).

1011.4.2 AVAILABILITY OF WRITTEN PROCEDURES

The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

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1011.5 ALLEGATIONS OF CRIMINAL CONDUCT

Where an employee of this department is accused of potential criminal conduct, a separate supervisor or assigned detective shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practical when an employee is formally accused of criminal conduct. In the event of serious criminal allegations, the Chief of Police may request a criminal investigation by an outside law enforcement agency.

An employee accused of criminal conduct shall be provided with all rights and privileges afforded to a civilian and the employee may not be administratively ordered to provide any information to a criminal detective.

No information or evidence administratively coerced from an employee may be provided to a criminal detective.

Any law enforcement agency may release to the Glendale Police Department information concerning the arrest or detention of a Glendale peace officer, which has not led to a conviction. However, no disciplinary action, other than paid administrative leave shall be taken against the accused employee based solely on an arrest report (Labor Code § 432.7(b)). An independent administrative investigation shall be conducted based upon the allegations in the report in accordance with department policy.

1011.6 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member’s consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

1011.6.1 DISCLOSURE OF FINANCIAL INFORMATION

An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

(a) Pursuant to a state law or proper legal process.

(b) Information exists that tends to indicate a conflict of interest with official duties.

(c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements.

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1011.7 DISPOSITION OF PERSONNEL COMPLAINTS

Once an administrative investigation has been concluded, the employee responsible for reviewing the findings shall determine a disposition for each allegation utilizing the following terms:

Unfounded - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel.

Exonerated - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper, and in accordance with Department policy.

Not Sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Frivolous- Frivolous means (A) totally and completely without merit or (B) for the sole purpose of harassing the accused individual.

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1011.8 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation. In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or § 3508.1. If the nature of the allegations dictate that confidentiality is necessary to maintain the integrity of the investigation, the involved employee(s) need not be notified of the pending investigation unless and until the employee is interviewed or formally charged within one year of discovery.

Upon completion, the report should be forwarded through the chain of command to the commanding officer of the involved employee(s).

Upon receipt of a completed investigation report, the Bureau Commander responsible for the involved employee shall review the entire investigation for completeness. If the Bureau Commander determines that the investigation is complete, he/she shall make recommendations regarding findings of fact. The Bureau Commander shall also review the involved employee's personnel file for prior discipline. The recommendations shall be forwarded to the Division Commander.

The Division Commander upon receipt of the completed investigation may make recommendations to the Chief of Police regarding the disposition of any allegations and

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the amount of discipline, if any, to be imposed. The Division Commander may also make recommendations regarding any policy or training issues identified in the investigation.

Upon receipt of any recommendation for disciplinary action, the Chief of Police shall review the Division Commander's recommendation(s) and the accompanying investigation. The Chief of Police may accept or modify the recommendation(s).

Complainant Notification: The Professional Standards Bureau shall direct to the complaining party a written notification of the disposition of the complaint within 30 days of the disposition. This notice shall indicate the disposition, however, will not disclose the amount or type of discipline, if any, imposed. (Penal Code § 832.7)

Any complaining party who is not satisfied with the findings of the Department concerning their complaint may contact the Chief of Police to discuss the matter further.

Accused Employee Notification: When the finding of the investigation is anything but sustained, the Professional Standards Bureau Commander shall direct a memorandum to the accused employee(s) advising them of the finding of the Chief of Police and the closure of the administrative investigation.

In complaints where the finding is sustained and the approved disciplinary action ranges from suspension without pay to termination, the Professional Standards Bureau Commander shall initiate the appropriate disciplinary documents and procedures in accordance with City of Glendale policy.

The employee's Division Commander may initiate disciplinary action of a level below suspension.

A copy of all documents, prepared pursuant to the imposition of disciplinary action related to a complaint investigation, shall be forwarded to the Professional Standards Bureau Commander for inclusion in the case file.

1011.8.1 CONFIDENTIALITY OF PERSONNEL FILES

All investigations of personnel complaints, whether originating from a citizen or internally, shall be considered confidential peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel except pursuant to lawful process.

In the event that an accused employee (or the representative of such employee) knowingly makes false representations regarding any internal investigation and such false representations are communicated to any media source, the Department may disclose sufficient information from the employee's personnel file to refute such false representations (Penal Code § 832.5).

All citizen's complaints shall be maintained for a period of at least five years (Penal Code § 832.5). All internally initiated complaints shall be maintained at least two years (Government Code § 34090 et seq.).

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Sustained complaints shall be maintained in the employee's personnel file. Complaints which are unfounded, exonerated or not sustained shall be maintained by the Internal Affairs Unit apart from the employee's personnel file.

1011.9 PUBLIC ACCESS TO COMPLAINT PROCEDURE

Penal Code section 832.5(a) mandates that each department or agency in this state, which employs peace officers, shall establish a procedure to investigate citizens' complaints against the personnel of such departments or agencies, and shall make a written description of the procedure available to the public.

1011.10 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1011.11 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary officer subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief of Police or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief of Police shall be final.

1011.12 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

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1011.13 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Glendale Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1011.14 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1011.15 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file.

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Seat Belts

1012.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1012.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1012.3 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1012.4 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1012.5 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California’s child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

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Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

1012.6 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1012.7 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

1012.8 POLICY

It is the policy of the Glendale Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

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Body Armor

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use and care of body armor.

1013.2 POLICY

It is the policy of the Glendale Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1013.3 BODY ARMOR

Body Armor utilized by Department personnel shall meet or exceed the minimum protective standard as prescribed by the National Institute of Justice (NIJ Standards 0101.06). The required protection level is IIA coverage or higher, with full side panels recommended.

1013.3.1 USE OF SOFT BODY ARMOR

(a) All sworn personnel shall maintain a serviceable vest and have it available at all times.

(b) Officers shall only wear agency-approved body armor.

(c) Officers shall wear body armor anytime they are in a situation they could reasonably be expected to take enforcement action. This includes, but is not limited to, patrol officers, motor officers, investigators conducting enforcement actions such as warrant services and any other department employee as required by his/her unit supervisor.

(d) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(e) An officer may be excused from wearing body armor when he/she is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that circumstances make it inappropriate to mandate wearing body armor.

1013.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic inspections.

1013.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Officers should routinely inspect personal body armor for signs of damage and for general cleanliness. Because dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with manufacturer's instructions.

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Officers are responsible for the proper storage, maintenance and care of body armor in accordance with the manufacturer's instructions.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1013.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

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Personnel Records

1014.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1014.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1014.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

  (a) Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least two years (Government Code § 26202; Government Code § 34090).

  (b) Disciplinary action resulting from a sustained civilian's complaint shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

  (a) Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).

  (b) Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

  (c) If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment.Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).

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(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1014.4 SUPERVISORY FILE

Supervisory files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Supervisory file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials containing adverse comments intended for this interim file, shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

1014.5 TRAINING FILE

An individual training file shall be maintained by the Training Manager for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Manager or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Manager or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1014.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

Investigation files arising out of civilian’s complaints shall be maintained pursuant to the established records retention schedule and for a period of at least five years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee’s career (Penal Code § 832.5).

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Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least two years (Government Code § 26202; Government Code § 34090).

1014.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1014.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1014.8.1 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

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1014.8.2 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1014.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

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(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1014.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

1014.11 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Unit supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(2)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.
- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, or whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(7) or other law, the following records shall be made available for public inspection upon request (Penal Code § 832.7):

(a) Records relating to the report, investigation, or findings of:

1. The discharge of a firearm at a person by an officer.
2. The use of force against a person resulting in death or in great bodily injury by an officer.

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(b) Records relating to an incident where a sustained finding (see the Personnel Complaints Policy) was made by the department or oversight agency regarding:

1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another officer, including, but not limited to, any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(3)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(4) against the officer. However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a sustained finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(4)).

1014.11.1 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of records made available for release (Penal Code § 832.7(b)(5)):

(a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers

(b) Information that would compromise the anonymity of complainants and witnesses

(c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about misconduct and serious use of force

(d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(6)).

1014.11.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury due to any of the following conditions (Penal Code § 832.7):

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(a) Active criminal investigations

1. Disclosure may be delayed 60 days from the date the use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.

2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against an officer or against someone other than an officer who used the force.

(b) Filed criminal charges

1. When charges are filed related to an incident where force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.

(c) Administrative investigations

1. Disclosure may be delayed until whichever occurs later:

(a) There is a determination from the investigation whether the use of force violated law or department policy, but no longer than 180 days after the date of the department's discovery of the use of force or allegation of use of force

(b) Thirty days after the close of any criminal investigation related to the officer's use of force

1014.11.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury during an active criminal investigation, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

(a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.

(b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.

1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:

(a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing

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prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about use of serious force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 6258, the Department may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(7)).

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Administrative Assignment

1015.1 PURPOSE AND SCOPE

When any division employee is absent, or anticipated to be absent, from their normal work assignment for a period to exceed 30 calendar days, that employee shall be administratively transferred to the Professional Standards Bureau (PSB).

1015.2 REASONS FOR TRANSFER

This reason for transfer could result from any of the following:

- All extended illnesses.
- Any on or off duty injuries determined by a competent medical authority.
- Suspensions with or without pay.
- Ordered leaves of absence with pay.
- Voluntary leaves of absence (This status does not apply to 1028.2.1).

1015.2.1 WORK SCHEDULE

At time of transfer, the employee's normal work unit supervisor will cease to track the employee's daily time sheet. Maintenance of payroll documents for these transferred personnel will be the responsibility of the Professional Standards Bureau.

Employees subject to an administrative transfer may be moving from an alternate work schedule to a five day, 40 hour work week when assigned to the Professional Standards Bureau. Therefore, it is important to accurately account for an employee's time when the work schedule is converted. To insure this is done, and to avoid confusion, administrative transfers should only be conducted at the end of the pay period in which the decision to administratively transfer the employee is made. When an employee is transferred to the Professional Standards Bureau in the middle of their work week schedule, PSB will carry them administratively on their existing schedule. On the following Monday, the employee will begin a 5 day, 40 hour week schedule.

Employees administratively assigned to the Professional Standards Bureau will have Monday through Friday as assigned workdays, with work hours being 0800-1700 hours, exclusive of a one-hour meal break, or as otherwise directed by the Chief of Police. They shall be considered non-essential personnel for the purposes of mandatory holidays.

Secondary employment that conflicts with this schedule is prohibited except by written permission from the Chief of Police.

Previously approved leave requests of all types must be resubmitted for approval to the Professional Standards Bureau commander upon administrative assignment. Any current or future MOU requirements regarding administrative reassignments will be adhered to.

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1015.3 STATUS UPDATES FOR REASSIGNED PERSONNEL

When any employee is administratively assigned to PSB, especially in those instances where extended leaves exist well beyond 30 calendar days, it is imperative that knowledge of the overall welfare and status of the affected employee is maintained. For this reason, it shall be the responsibility of the Professional Standards Bureau to conduct update inquiries on each affected employee at least every 30 days.

1015.4 ADMINISTRATIVE REQUIREMENT-PARTIAL EXEMPTION

Employees on disability leave due to pregnancy are partially exempt from the normal administrative requirements. The partial exemption is as follows:

- Employees on leave due to pregnancy are not required to remain at their residence during normal duty hours
- Employees on leave due to pregnancy will not be required to contact a supervisor on a regular basis

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Commendations and Awards

1016.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Glendale Police Department and individuals from the community.

1016.2 POLICY

It is the intent of the Glendale Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1016.2.1 COMMITTEE MEMBERS

The Meritorious Conduct Awards Committee will be comprised of voluntary members from the Glendale Police Department and will consist of, but not be limited to, one captain/Commander, one lieutenant, one sergeant, an investigator, two officers, a GPOA representative and one civilian. The committee shall consist of an odd number of appointees. The administrative liaison from the Office of the Chief of Police shall be a member, but shall not be a voting member unless the need arises for a tie-breaking vote or the establishment of a quorum.

1016.2.2 GENERAL COMMITTEE RULES

The committee shall elect a member to act as Chairperson who shall continue in that capacity until another is elected or a resignation from the chair is tendered.

Four members convened for committee business shall constitute a quorum. The committee shall meet as deemed necessary by the Chairperson.

1016.2.3 COMMITTEE AUTHORITY

The Meritorious Conduct Committee is an advisory body, which exists for the purpose of recommending appropriate action(s) to the Chief of Police concerning awards. The Chief of Police shall have final authority concerning all committee actions.

1016.2.4 COMMITTEE CONFIDENTIALITY

All matters brought before the committee or under consideration for submittal to the committee shall be deemed confidential. Committee members and employees involved in these matters shall not disseminate information concerning committee business until such time as the committee has ruled and deemed the information available for release. The Chairperson shall speak for the committee.

1016.2.5 COMMITTEE REVIEW

The Office of the Chief of Police shall forward matters meeting the criteria for review by the committee to the committee Chairperson. These matters may consist of incidents reported by Department Personnel or any source.

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1016.2.6 COMMITTEE FINDINGS AND RECOMMENDATIONS

The Awards Committee, having reviewed all available facts and circumstances surrounding an occurrence brought before them, shall by simple majority vote recommend one of the following to the Chief of Police:

- The matter does not warrant further attention-not eligible
- The matter requires further investigation
- An award is recommended

1016.3 REPORTING MERITORIOUS ACTS

It shall be the responsibility of each unit employee to report incidents of meritorious conduct and acts of valor involving members of this Department and members of the community. The reporting of such incidents shall be made in a timely manner.

Supervisors, who become aware by whatever means of possible meritorious conduct and acts of valor by members of this Department or members of the community, shall immediately investigate the incident and complete a detailed report.

A complete list of Department and civilian witnesses to the occurrence shall be included in the report along with all pertinent facts and circumstances.

Statements of employees and other individuals shall be obtained as soon as possible and shall include the employee's and other person's version of the occurrence with particular attention to awareness, state of mind, perception of danger, and reasoning. If possible, the employee and other individuals shall be directed to write a detailed account of their actions immediately following the incident in question.

The report shall be clear, concise and complete, requiring no further investigation or action other than review.

The report and attachments shall be routed via chain of command to the Chief of Police.

1016.4 AWARD CRITERIA AND ELIGIBILITY

In determining the classification of award for which an individual may be eligible, the Awards Committee shall adhere to the criteria established for the particular award without exception. Employees need not have been on duty at the time of the incident justifying the award and that incident need not have occurred within the boundaries of the City of Glendale.

An act shall be worthy of consideration only when not selfish or self-serving in intent and when the act and circumstances surrounding that act were an exercise of good judgment and did not jeopardize the operation as a whole. Acts performed by an employee shall have been above and beyond the normal scope of responsibility for the employee.

Employees or other individuals shall be eligible for a single award for each individual act being recognized. An award from any other body of government or any organization, public or private, shall not impair an individual's eligibility for departmental recognition.

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1016.5 DISPLAY OF AWARD DECORATION

Recipients of awards are issued cloth ribbons. These cloth ribbons will be laterally centered on the pocket flap with the top edge of the top most ribbons aligned with the top edge of the shirt pocket.

Ribbons will be displayed based on the following priority order: Medal of Valor/Honor, Medal of Heroism, Distinguished Service Award, Divisional Award, Officer/Reserve/Civilian/Volunteer of the Year, Community Service Award, Paula Street Campaign Award, Pavelka Campaign Award, Metrolink Campaign Award, Elizabeth Sandoval Campaign Ribbon, Chevy Chase Officer Involved Shooting Ribbon, MADD DUI Award, AAA/CHP 10851 Award. Multiple ribbons will be arranged left to right (facing the ribbons) starting with the top row.

Display of the award ribbon(s) is optional on the Class A and Class B uniform shirt.

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Fitness for Duty

1017.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1017.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1017.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Watch Commander or employee's available Division Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.

(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

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1017.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1017.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Division Commander, any employee involved in a critical or catastrophic event may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well being of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy and/or, if appropriate,

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1017.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Human Resources Department to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. No medical statement of cause is to be included in the report (Civil Code § 56.10 (c)(8)(B)). If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)(A)).

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential medical file.

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed.

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Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1017.7 LIMITATION ON HOURS WORKED

Unless otherwise noted in the respective employee's MOU, absent emergency operations, members should not work more than 16 hours in any 24 hour period, without approval from their immediate Bureau Commander.

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

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Meal Periods and Breaks

1018.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all City employees that has been established by the City Manager.

1018.1.1 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the facility shall remain in the facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field will take their breaks in their assigned areas, subject to call and shall monitor their radios.

1018.2 MEAL PERIODS

1018.2.1 SWORN PERSONNEL

Patrol, Traffic, Helicopter, S.E.D. and Galleria detail officers shall remain on duty subject to call during meal breaks. Per the MOU, shift hours for each of the above listed units will be inclusive of a one-half (1/2) hour meal break.

Work hours for any unit employee in an assignment other than those listed above, or any assignment as determined by Police Management, shall be exclusive of the meal break.

Uniformed patrol shall request clearance from the Communications Center prior to taking a meal break. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

Department employees shall remain cognizant of public perception regarding the role of the police in the community and shall not unnecessarily congregate while on duty and in uniform. No more than two uniformed officers shall take a meal break, 15 minute break or otherwise meet at the same location without being assigned to do so or without supervisory approval.

The scheduling of breaks for personnel assigned to the Patrol Bureau shall be the responsibility of the Watch Sergeant. The Watch Sergeant shall exercise discretion in allotting break periods based upon demands for service.

Meal breaks during the last one (1) hour of a shift will only be granted under the following conditions:

- The officer was unable to take a meal break earlier in the shift because of a special detail or assignment
- The officer requested a meal break earlier and it was denied

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Meal breaks are subject to cancellation (even under non-emergent circumstances) at the discretion of the Watch Sergeant.

The time spent for the meal break shall not exceed the authorized time allowed, unless supervisory authorization has been obtained.

1018.2.2 PROFESSIONAL STAFF

Work hours for professional staff personnel shall be exclusive of any meal break.

Police Department professional staff employees may, at the discretion of management, take unpaid meal breaks in conjunction with other leave times (vacation, holiday or comp time only) for a minimum of two (2) hours for the eight (8)- hour, nine (9)-hour, or ten (10)-hour work days, and a minimum of four (4) hours for the twelve (12)-hour work days. Police Department unit employees who utilize less than the required minimum leave times shall be required to take an unpaid meal break not in conjunction with the beginning or end of their normal or abbreviated work schedule.

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Lactation Break Policy

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (Labor Code § 1034).

1019.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207; Labor Code § 1030).

1019.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Communications Bureau or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1019.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place shall be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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1019.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

1019.5.1 STATE REQUIREMENTS

Employees have the right to request lactation accommodations, verbally or in writing, to any supervisor or manager.If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy or have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

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Payroll Record Procedures

1020.1 PURPOSE AND SCOPE

Accurate payroll records are necessary for the payment of wages.

1020.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

All personnel shall be required to personally document their work status each day that they work either through Telestaff. Supervisors or co-workers may not sign in or complete computer entries for others unless there is an extenuating circumstance or leave time has been requested.

The ultimate responsibility for the proper use of leave available to Department personnel lies with the individual employee and those supervising the employee. Employees must ensure that have accurate leave available prior to requesting the time off.

1020.1.2 BREAK IN SHIFT REPORTING

When a break in shift occurs (due to illness, injury, jury duty, etc.), Telestaff entries shall be adjusted to reflect the breakdown of hours. Telestaff must accurately reflect the actual number of hours that the employee was on duty and the number of hours the employee was on leave.

In case an employee's days off are changed due to training or jury duty, the change shall be indicated in Telestaff Report so that Payroll personnel realize that it is only a temporary change in the employee's days off.

The supervisor handling an incident or approving the Telestaff entry is responsible for ensuring that the accurate entries are made.

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Leave Policy

1021.1 PURPOSE AND SCOPE

Department personnel shall follow the procedures specified in their current Memorandum of Understanding regarding leave unless specified in this policy.

1021.2 REQUESTS FOR LEAVE

Absent emergency circumstances, all requests for leave of absence, personal leave, management leave, bereavement leave, and military leave shall be requested in a timely manner. Supervisors shall respond to leave requests in a timely manner.

1021.3 LEAVE WITHOUT PAY-RESTRICTIONS

With the exception of 1037.4, leave of absence without pay shall only be granted when the employee has exhausted all other forms of accumulated leave time (vacation time, holiday time, compensatory time, etc.). Supervisors reviewing requests for leave of absence without pay shall indicate the employee's accumulated vacation, holiday, compensatory, and sick time on the request form.

1021.4 MISSED/LATE WORK SHIFT

If an employee fails to report for scheduled duty:

(a) The employee's supervisor/manager shall attempt to call the employee at his/her home, preferably within one hour of the employee's scheduled start time; however, the failure of the supervisor to complete this notification shall not relieve the employee of their responsibility to report for work on a timely basis.

(b) If the supervisor/manager makes contact with the employee, he/she shall be directed to immediately report for duty to complete his/her scheduled shift.

(c) No holiday, compensatory or vacation leave shall be granted to an employee who fails to report for scheduled duty absent serious, unforeseen and unpreventable circumstances which resulted in the employee's absence/tardiness. Off-duty employment conflicts are not justification for an employee to be absent or tardy in reporting for duty.

(d) Absent serious, unforeseen and unpreventable circumstances an employee who fails to report for duty as scheduled shall be listed on his/her payroll sheet as "NX", non-approved absence, for the work actually missed.

(e) Sick leave, family leave, bereavement leave or any other approved absences shall not be affected by this policy.

These guidelines are independent of and not intended to supersede any disciplinary action for unexcused absences and tardiness.

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1021.5 FIELD SERVICES DIVISION VACATION SCHEDULING

Vacation scheduling for Field Services Division Personnel working the 3/12 plan are subject to the following restrictions:

- A date selected as a vacation day must be taken as vacation and cannot be changed to holiday leave or compensatory time leave at a later date. If the employee does not have vacation time available on a scheduled vacation day, the employee will lose the seniority right to take that day off
- Officers and sergeants will be given a choice of up to four vacation periods by seniority. A vacation period may be one day or any number of consecutive days. After selecting a maximum of four vacation periods, the employee will fall to the bottom of the seniority list for the selection of any additional vacation time. After the initial selection process is complete, employees will be able to re-bid for vacation on dates that remain available
- Generally, a maximum of ten percent of a particular work group will be permitted to be on vacation leave at any given time. If special circumstances exist, the Division Commander may authorize an exception to this policy

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Overtime Compensation Requests

1022.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees and under certain circumstances, exempt salaried employees, who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off.

1022.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the number of compensatory hours that can be retained is governed by the MOU of the employee's bargaining unit and any hours in excess of the allotted number will be compensated at the employee's hourly rate of pay and transferred into the employee's Retiree Health Savings Plan (RHSP).

1022.2 REQUEST FOR OVERTIME PAYMENT FORMS

In order to qualify for payment or compensatory time all Police Department employees who work an overtime assignment shall make an overtime entry into telestaff. They shall then notify the supervisor in charge of the overtime assignment. Failure to submit an entry for overtime payment in a timely manner may result in discipline.

1022.2.1 EMPLOYEES RESPONSIBILITY

A telestaff entry is to be submitted at the conclusion of the work assignment itself. If this is not possible, the employee must submit the entry on his/her very next work day. Employees shall not hold or delay the processing of overtime entries. If there is an articulable reason why an employee cannot submit an entry in a timely matter that employee's Bureau Commander may allow a deviation from this policy on a case-by-case basis.

1022.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the entry.

1022.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid, (e.g., two

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hours for normal recall, four hours for certain "on call" pay). The supervisor will verify the actual time worked.

1022.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR-SWORN PERSONNEL
Sworn personnel, when accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED	INDICATE ON CARD
0 to 10 minutes	0
11 to 20 minutes	.25
21 to 30 minutes	.50
31 to 50 minutes	.75
51 to 60 minutes	1.00

1022.3.2 ACCOUNTING FOR PORTIONS OF AN HOUR-PROFESSIONAL STAFF
Professional staff, when accounting for less than a full hour, time worked shall be rounded to the nearest tenth as indicated by the following chart:

TIME WORKED	INDICATE ON CARD
0 to3 minutes	0
4 to 8 minutes	.1
9 to 15 minutes	.2
16 to 20 minutes	.3
21 to 26 minutes	.4
27 to 33 minutes	.5
34 to 38 minutes	.6
39 to 45 minutes	.7
46 to 50 minutes	.8
51 to 57 minutes	.9
58 to 60 minutes	1

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Outside Employment

1023.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1023.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits. In such circumstances the employee continues to act as an agent of the Glendale Police Department.

1023.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete the City of Glendale Employee's Request for Approval of Additional Employment form (CS-62) and the Glendale Police Department's Supplemental Application for Additional Employment form which shall be submitted to the employee’s immediate supervisor. The applications will then be forwarded through channels to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

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1023.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1023.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

(a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his or her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit

(b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline

(c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked

(d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status

1023.2.3 URGENT OUTSIDE EMPLOYMENT REQUESTS

An urgent case is an employment opportunity wherein the member received very short notice of the employment opportunity (usually three or fewer business days until the employment is scheduled to commence).

In urgent cases the Chief of Police has delegated the authority to approve the member's request for outside employment to the member's Bureau/Division Commander or the on-duty Watch Commander or Watch Sergeant, subject to the following conditions:

- The member became aware of the employment opportunity only three business days or less from the date of the intended employment and the member made a verbal or written request to their Bureau/Division Commander as soon as possible after receiving information about the employment opportunity;
- The member's Bureau/Division Commander or the on-duty Watch Commander or Watch Sergeant has been provided with full information concerning the intended employment including the name, address and telephone number of the employer,

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the type and nature of the business, the specific job duties, the supervisor's name, the number of hours to be worked per day/week, and any other information deemed necessary to make a determination regarding the request

- Prior to approving the member's request for outside employment, the supervisor to whom the request was submitted is responsible for inquiring into the circumstances and conditions of the desired employment. After the supervisor is satisfied that the outside employment is compatible with the member's position within the Department, the supervisor may give the member temporary permission to engage in the outside employment.

In all cases where the supervisor gives temporary approval of an outside employment request, the member shall be immediately advised of the terms and conditions under which the approval is given. The member shall be advised that the permission to work is temporary and that the member is still required to submit an Employee's Request for Approval of Additional Employment and supplemental form. These forms should be submitted to the Chief of Police as soon as possible via the member's chain of command.

In extremely urgent cases, the on-duty Watch Commander or Watch Sergeant may give verbal approval of a request. In these cases, the Watch Commander or Watch Sergeant should verbally or electronically advise the requesting member of the conditions of employment. The member will then be required to submit the necessary written request immediately following the work period. All emergency requests are to be entered in the Field Services Division (FSD) log.

All urgent and/or short notice requests are to be entered in the FSD log.

1023.2.4 CONDITIONS FOR OUTSIDE EMPLOYMENT

Whenever an application for outside employment is approved, it shall be subject to the following conditions:

(a) Members shall not identify themselves as Glendale Police Department officers/ employees in connection with their duties.

(b) The uniform or any part of the uniform of the Glendale Police Department shall not be used.

(c) If law enforcement is requested at the place of work, the on-duty officer will be in command of the call.

(d) The outside employment shall not conflict with the employee's on-duty hours, special assignments or court appearances.

(e) The member shall not work at the outside employment for a period of four hours prior to reporting for duty.

(f) The City shall not compensate the employee for any court appearance required by his/her outside employment.

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(g) Any appearances for court as a result of an arrest made while so employed will not be charged to the City of Glendale.

(h) A member shall not perform outside work which is of such a nature that the public may reasonably construe it to be an official act of the Glendale Police Department.

(i) The outside work shall not involve the use of City time, facilities, equipment or supplies of any kind.

(j) A member performing outside work shall not divulge or use information gained through employment by the Glendale Police Department not available to the public.

(k) A member's outside employment shall not be of such a nature that it could bring discredit to the City of Glendale or the law enforcement profession.

(l) No officer may engage in such outside employment during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute.

(m) A member shall not perform outside work which might encourage members of the general public to have a reasonable belief that a conflict of interest exists. Secondary or additional employment, which consists of any of the following are, deemed to constitute a conflict of interest and are prohibited:

- Requires the exercise of police authority or can be reasonably expected to require the use of police authority to complete assigned tasks
- Is on or about any "on-sale" or "off-sale" liquor establishment of which a substantial part of the business is the sale and/or service of alcoholic beverages
- Is on or about any commercial or public premises wherein a private party or event is taking place which involves the sale and/or service of alcoholic beverages
- Requires the service of civil process, collections of bad debts or repossessions
- Involves the administration or performance of legal services for criminal cases within the City of Glendale or any other criminal case involving the Department or City of Glendale employees, regardless of location
- Involves the administration or performance of legal services for civil cases arising from any activity in which the City of Glendale or the Glendale Police Department and/or its member are an involved party
- Involves the administration or performance of security services, security guard or bodyguard services or investigative services within the City of Glendale unless approved by the Chief of Police. Any request to perform security services, security guard or bodyguard services or investigative services, either inside or outside of the City of Glendale requires that the officer comply with Outside Security and Peace Officer Employment in this policy

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The Chief of Police may make exceptions to the above conditions of outisde employment if extenuating circumstances exist and there is no statute prohibiting a member of the Department from engaging is such employment.

1023.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department

(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department

(d) Involves time demands that would render performance of the employee's duties for this department less efficient

1023.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

The California Business and Professions Code requires active duty peace officers who work armed as security guards or as armed contract private investigators to possess a Guard Registration or a Private Investigator license in addition to an Exposed Firearm Permit issued by the Department of Consumer Affairs/Bureau of Security and Investigative Services. If the peace officer is contracting directly with a consumer or individual, they must possess a Private Patrol Operators license.

A member requesting work as a security guard or contract private investigator must supply both the required registration/license and exposed firearm permit number when completing the Glendale Police Department Supplemental Application for Additional Employment.

Department members interested in working off-duty in the security industry are greatly encouraged to visit the Bureau of Security and Investigative Services website for further information and current law.

1023.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner

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pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1023.3.3 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1023.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1023.4.1 REVIEW OF FINANCIAL RECORDS
Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to the Revocation/Suspension of Outside Employment Permits section of this policy.

1023.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1023.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-

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duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor’s orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

(c) The employee’s failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Glendale Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

1023.7 VOLUNTEERS AND PART-TIME EMPLOYEES

Volunteers, reserve police officers and part-time employees are not required to obtain permits for work outside of the Glendale Police Department. However, all department personnel in this category shall comply with this policy. In addition, volunteers and part-time members must notify their supervisor of any change in employment outside of the Department.

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On Duty Injuries

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the reporting of on-duty injuries, occupational illnesses, or deaths to the City of Glendale Workers' Compensation Section, to ensure proper medical attention is received, and document the circumstances of the incident.

1024.2 WORKER'S COMPENSATION FUND REPORTS

1024.2.1 INJURIES REQUIRING MEDICAL CARE

All work related injuries and work related illnesses requiring medical care must be reported to the Workers' Compensation Section and a claim form shall be provided to the injured employee within 24 hours from the time the injury was discovered, excluding weekends and holidays.

1024.2.2 ACCIDENT DEFINED

Accident - is defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

Industrial Accident or Illness - an industrial accident or illness is any situation where a member of this Department is injured, any illness or disease is contracted by exposure to infected persons or animals during the course of the employee's duties, or an employee is exposed to hazardous materials of any kind. Employees shall immediately report injuries to their supervisors.

1024.2.3 EMPLOYEE'S RESPONSIBILITY

Any employee sustaining any work-related injury or illness, as well as any employee who is involved in any accident while on duty shall report such injury, illness or accident as soon as practical to his/her supervisor.

Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to his/her immediate supervisor.

Any employee sustaining a work-related injury or illness that requires relief from duty is required to be examined/treated by a doctor.

Any employee sustaining a work-related injury or illness that requires relief from duty is also required to comply with departmental policies and directives relating to the duty to periodically call in during absences, as well as the duty to notify the Department of any change in condition or anticipated duration of the absence.

When appropriate, an employee being treated for an on-duty injury should inform the attending physician that a modified duty assignment may be available at the Department. Limited-service duty may be available for the employees whose injuries prevent resumption of regular duties.

An injured employee or employee who has suffered a work-related illness shall report as soon as practical to his/her immediate supervisor the medical findings concerning the injury and the extent

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and duration of any work restrictions if they are known. In addition, such employees are required to promptly submit all medical releases, whether partial or full releases, to their supervisor.

1024.2.4 SUPERVISOR'S RESPONSIBILITY

Once a supervisor receives notification of an illness or injury, the supervisor may send an injured employee to the Employee Health Services Section for evaluation for what would appear to be a minor or first aid type injury. For more serious injuries, the employee should be referred to the Workers' Compensation Section, and for serious and/or life threatening type injury, the employee should be transported to a hospital/medical facility. In the event the injury requires medical treatment during hours that the Worker's Compensation Section is closed, depending on the nature of the injury, the employee may be taken to Verdugo Hills Urgent Care or the nearest hospital/medical facility.

For work-related accidents, injuries, or illness requiring medical care, supervisors are responsible for the gathering and reporting of facts concerning all claims and shall cooperate with the Workers' Compensation Section in facilitating investigations. If the injury requires medical treatment during non-business hours and it is not an emergency, then after the injured employee has reported the injury, the supervisor or other designated person in the division will prepare the Authorization for Treatment Form (H-15). The supervisor with the most knowledge of the incident shall complete the Supervisor's Accident Investigation Report (CS 134). If the injury or illness alleged is continuous trauma then the employee's immediate supervisor shall complete the CS 134 form. After completion of the form, the supervisor will process the form via the chain of command. The employee's Division Commander will review the CS 134 form to ensure corrective action is taken to prevent the accident/exposure from reoccurring.

In the event that an employee is clearly injured on the job and is sent to a medical facility and admitted, the exact time that industrial leave will take effect will be the time the injured employee arrives at the medical facility. In the event an injured employee arrives at a medical facility and is treated and released the same day but is required to leave the workplace, the employee shall be coded as industrial leave at the time the employee is sent home. In either case, it will be the on-duty supervisor's responsibility to insure that industrial leave time is properly determined and recorded on the daily sign-in roster.

If the injured employee is released to full or modified duty yet requests to be relieved from the remainder of his/her shift, the on-duty supervisor will apply the appropriate leave time from the employee's accrued leave balances. When loss time from work results and an employee claims an industrial injury or illness and the injury or illness cannot be immediately verified as having a nexus to the workplace, the employee's supervisor shall code the employee as Sick Leave until a determination is made by Workers' Compensation.

When an accident, injury, or illness is reported initially on the Supervisor's Report of Injury form and the employee subsequently requires professional medical care, the Supervisor's Accident

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Investigation Report (CS 134) will be completed by the supervisor who completed the initial report of Injury form.

Employee Health Services may assist employees who have had on the job exposure to blood borne or contagious diseases. Follow-up of these cases may be done through Employee Health Services as stated in the Communicable Diseases Policy. The Workers' Compensation Section is to be notified of any on the job exposure to bloodborne or contagious diseases.

1024.2.5 DIVISION COMMANDER RESPONSIBILITY
The Division Commander receiving a report of a work-related accident or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police.

1024.2.6 CHIEF OF POLICE RESPONSIBILITY
The Chief of Police shall review and forward copies of the report to the Department of Human Resources. Any copies of the report and any related documents retained by the Department shall be filed in the employee's confidential medical file and not in the employee's personnel file (see the Personnel File Policy).

1024.3 INJURY NOT REQUIRING MEDICAL ATTENTION

Those injuries and illnesses not requiring medical attention shall be recorded on a Supervisor's Report of Injury form. This form shall be completed and signed by a supervisor.

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later.

1024.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, an employee's work-related injury results from the negligent or wrongful acts of another, for which the employee, the City, and/or other insurers are entitled to recover civilly. To ensure that the City's interests are protected and that the employee has the benefit of the City's experience in these matters, the following procedure is to be followed:

1024.4.1 EMPLOYEE TO REPORT INITIAL CONTACTS
When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

1024.4.2 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than ten (10) days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on duty injury, the employee shall provide the Chief of Police and the Workers' Compensation Section with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing such written notice to

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the Chief of Police. The purpose of such notice is to permit the City to determine whether or not the offered settlement will affect any claim the City may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the City's right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.

1024.4.3 MONETARY SETTLEMENTS

The employee shall advise the City's Workers' Compensation section when an injury was caused by the negligent or wrongful acts of another.

If a criminal case documents the injury, the employee shall also cooperate with the investigating officer regarding possible restitution. Any documentation received from the Los Angeles County Probation Department shall be brought to the Workers' Compensation section. Any money received from the Probation Department must be sent to the Workers' Compensation section. The Workers' Compensation section will determine if a portion of the money received should be given to the employee for damage to his/her personal property.

Injuries resulting from negligent or wrongful acts of another that involve an insurance company require that the City be made aware of any claims filed by the employee to recover damages. The City has a right to recover the workers' compensation claim costs up to the policy limit.

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Line of Duty Deaths

1025.1 PURPOSE AND SCOPE

This policy sets forth the procedures to be followed when a police employee of this Department dies while on duty or performing the duties of a peace officer.

1025.2 WATCH COMMANDER

(a) WATCH COMMANDER NOTIFICATION -Any member of this Department, who receives notification that a member of the Department has died, shall immediately notify the on-duty Watch Commander.

(b) WATCH COMMANDER RESPONSIBILITY -The Watch Commander will obtain as many facts as possible regarding the circumstances, which led to the employee's death. The Watch Commander will then check the employee's emergency card and determine if there are any special instructions/requests regarding the notification of the next of kin. After obtaining the circumstances, which led to the employee's death, and checking the employee's emergency card, the Watch Commander shall notify the Chief of Police or the on-call Staff Officer. During normal business hours, the Watch Commander will also notify the Professional Standards Bureau Commander.

1025.3 PROFESSIONAL STANDARDS BUREAU

During normal business hours, the Professional Standards Bureau Commander will assume responsibility for notifying the employee's next of kin, notifying on-duty Department employees, coordinating arrangements for the funeral, and providing assistance to the family (e.g., acting as a liaison between the family and Cal PERS, GPOA, and other organizations, providing information to the family, and assisting with funeral/mortuary arrangements). See Ceremonial Functions for additional information.

If the notification must be made outside normal business hours, the on-duty Watch Commander will assume responsibility for coordinating the notification of the next of kin and Department employees. Although the Watch Commander should assist the deceased's family in any way possible, the Professional Standards Bureau will have the primary responsibility for assisting the family and coordinating the Department's participation in the funeral.

1025.4 NOTIFICATION OF NEXT OF KIN

The Professional Standards Bureau or the on-duty Watch Commander will direct the assembly of the death notification detail. The detail may consist of:

- The Chief of Police or designated Command Staff Officer
- The deceased's Bureau Commander/Supervisor
- Any other officers deemed necessary and proper

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- A Department chaplain, if available

If the deceased has made any wishes known regarding the notification procedure, those requests, if at all possible, should be honored.

1025.5 NOTIFICATION OF NEXT OF KIN MADE IN PERSON

The notification of the next of kin shall be made in person. If it is not possible for members of this Department to personally make the notification, the law enforcement agency closest to the deceased's next of kin may be requested to make the notification. The agency shall be requested to make the notification in person, and this Department will provide the necessary details regarding the death.

1025.6 NOTIFICATION OF ON-DUTY PERSONNEL

Members of the Professional Standards Bureau, or the on-duty Watch Commander in their absence, will coordinate the notification of Department personnel regarding the death. The Professional Standards Bureau or on-duty Watch Commander is responsible for notifying all on-duty Staff Officers and Bureau Commanders (detail supervisors shall be notified in the absence of the appropriate Staff Officer or Bureau Commander). The Staff Officers and Bureau Commanders shall be responsible for notifying employees under their command.

In all cases, on-duty employees shall be notified of the death in person. The death notification shall not be broadcast over the voice radio or mobile digital terminal. The death notification shall not be broadcast over the voice radio or laptop computer.

1025.7 NOTIFICATION OF OFF-DUTY PERSONNEL

Depending upon the nature or circumstances surrounding the death, off-duty employees, at the time of the original notification, may be notified by their respective supervisors immediately or upon returning to duty.

1025.8 COUNSELING AVAILABILITY

The Department recognizes the fact that the death of a Department employee is a traumatic incident, and many members of the Department are close, personal friends. In the event of a line-of-duty death, counseling services will be coordinated through the Professional Standards Bureau and/or Employee Assistance Program.

1025.9 INVESTIGATION OF DEATH INFORMATION

In the case of a line-of-duty death, this Department will provide employees, to the extent possible, with accurate information regarding the circumstances surrounding the death and the progress of the investigation.

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1025.10 FLAG FLOWN AT HALF-STAFF

When the national flag is displayed at half-staff, it is first hoisted to the peak and then lowered to the half-staff position.

(a) DIRECTION OF CHIEF OF POLICE - The flag shall only be flown at half-staff at the direction of the Chief of Police or in compliance with this Manual.

(b) DEATH OF PEACE OFFICER - At the direction of the Chief of Police, Division Commander, or on-duty Watch Commander, the American flag will be flown at half-staff whenever any local, county, state or federal law enforcement officer dies in the line of duty within the Los Angeles metropolitan area. Additionally, the Chief of Police, Division Commander or on-duty Watch Commander, may authorize the American flag to be flown at half-staff whenever any active duty or retired Glendale Police Officer dies.

The flag will be flown at half-staff from the time of death to the time of internment.

1025.11 MOURNING BAND

Glendale Police Department personnel are authorized to wear a black mourning band on the Glendale Police badge whenever any local, county, state or federal law enforcement officer dies in the line of duty within the state of California.

Personnel are also authorized to wear the mourning band on the Glendale Police badge whenever any active duty Glendale Police Officer dies, or when authorized by the Chief of Police for other deaths.

Mourning bands are authorized to be worn on National Peace Officer's Memorial Day, (May 15th), from 0001 hours until 2359 hours.

Mourning bands shall be a one-half inch wide, black, elastic band, which is worn horizontally across the badge covering the city seal. The mourning bands shall be worn from the time of death until the internment.

1025.12 FUNERAL OF DEPARTMENT MEMBERS

The Professional Standards Bureau shall be responsible for coordinating Department participation in and assisting family members with funerals of Department personnel.

In the event of the death of any active or retired Glendale Police Officer, the Professional Standards Bureau shall be responsible for the following:

- Contact the spouse, or next of kin, and offer assistance in completing funeral arrangements
- Ensure that an order is published informing Department personnel of the funeral arrangements

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- Provide liaison between the surviving family and various organizations that should be contacted (GPOA, PERS, etc.)
- Advise the surviving family that a Police Department Chaplain or the Department Honor Guard will be available to assist in the funeral services, if desired
- Provide overall coordination and briefing of participating Department personnel as well as members of other Departments at the funeral
- Notify the Office of the Chief of Police of the arrangements made for the funeral

1025.13 DEATH OF AN ACTIVE OFFICER-OUTSIDE LAW ENFORCEMENT AGENCY

When an officer of another agency in the Los Angeles area is killed in the line of duty, the Professional Standards Bureau will contact the concerned Department as soon as possible and ascertain the date, time and location of the funeral and burial. This information shall be forwarded to the Chief of Police who shall determine the manner in which the Department will show its respect.

The Professional Standards Bureau will coordinate funeral attendance of Glendale Police Department personnel. An order shall be published indicating the date, time and location of the funeral and shall also include the date, time, and place where Glendale Police personnel are to assemble for a pre-funeral briefing. Transportation to and from the funeral shall also be coordinated through the Professional Standards Bureau.

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Personal Appearance Standards

1026.1 PURPOSE AND SCOPE

The daily close contact of the police employee with the public requires that the individual maintain the highest standards of personal grooming and command presence to project a professional image. So as to encourage the best possible appearance within reasonable bounds of uniformity, the following minimum standards are established for all personnel.

1026.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those assigned to undercover or special duty assignments where it is necessary to conceal their identity as police personnel. Such undercover or special duty assignment personnel may be excused by their Bureau Commander from all or part of the uniform/appearance regulations.

1026.2.1 HAIR

Hair shall be neatly trimmed and well-groomed. Hair color shall be within the realm of natural hair colors. No unusual hairstyles will be allowed.

Male employees' hair shall be trimmed and tapered so it does not cover the ears nor extend below the top of the shirt collar.

All sworn female employees in uniformed assignments and all non-sworn female employees in uniformed assignments where interaction with the public or with prisoners is likely, must keep hair cut short or have longer hair pulled back, combed back, or otherwise secured at the back of the head above the collar. Appropriate hair clips or pins may be worn in order to secure the hair.

Sworn employees with (1) hair worn shoulder length or longer; (2) hair worn long enough to be securely grabbed by a suspect standing in front of the employee; or (3) hair worn in a pony tail, constitutes an officer safety hazard and is specifically prohibited whenever said employee (male or female) intends to engage in enforcement action.

Sworn officers in undercover assignments are exempt from these hair safety standards except when engaging in planned or likely enforcement action (such as the service of search/arrest warrants). These hair safety standards shall not prohibit employees, whose hair is not in compliance, from taking immediate enforcement action when necessary (such as a plainclothes investigation which unexpectedly requires immediate enforcement action).

1026.2.2 MUSTACHES

Mustaches are to be kept neat and trimmed and may not extend below the edge of the upper lip nor extend below the corners of the mouth.

1026.2.3 SIDEBURNS

Male employees shall maintain sideburns in a neat and trimmed manner. Sideburns shall not be worn lower than the bottom edge of the ear lobe and shall end in a clean-shaven horizontal line.

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1026.2.4 FACIAL HAIR
With the exception of sideburns and mustaches, facial hair is prohibited unless authorized by the Chief of Police, Command staff or a designee.

1026.2.5 HANDS/FINGERNAILS
For male personnel, hands and fingernails shall be clean, with fingernails properly manicured at all times and not extending past the end of the finger. Paint or polish shall not be worn.

For female personnel, fingernails shall have a manicured appearance and nail polish shall be conservative in shade/color. Employees wearing fingernail polish shall use a conservative shade, without decals or ornamentation, and shall not detract from uniform appearance.

Female officers' fingernails shall not extend more than 1/4 inch from the tip of the finger or interfere in any way in the performance of police tasks.

1026.2.6 JEWELRY AND ORNAMENTATION
Personnel shall not wear badges, logos or pins signifying achievements or affiliations without the expressed approval of the Chief of Police.

Male personnel shall not wear necklaces, non-medical bracelets, or any type of conspicuous jewelry that compromises the employee's safety, or detracts from the appearance of the uniform.

Female uniformed personnel shall not wear any unauthorized ornamentation such as necklaces, earrings, non-medical bracelets, or any type of conspicuous jewelry that compromises the employee's safety, or detracts from the appearance of the uniform. For an exception concerning earrings see sub section BODY/EAR PIERCING.

Non-uniform females may wear ornamentation, which is conservative and moderate in appearance.

1026.3 TATTOOS
Employees and volunteers shall not have any visible tattoos or body art while on duty -in uniform, in business attire, or in casual dress.

Tattoos and body markings are strictly prohibited if above the neckline of a standard uniform t-shirt or below the wrist. In addition, the following are prohibited whether the tattoo or body marking is visible or not:

1. The tattoo or body art is of sexually graphic and/or explicit nature;
2. The tattoo or body art depicts, advocates or symbolizes gender, racial, religious, ethnic or national origin discrimination, or discrimination based on any protected class as defined by law.
3. The tattoo or body art denotes, or advocates membership to any gang affiliation, criminal enterprise, and/or any group which espouses racial supremacy, advocates violence, degrades any section of society, and/or symbolizes, depicts or advocates illegal drug use;

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4. The tattoo or body art depicts, symbolizes, or advocates the violent overthrow of the State of California or federal government, and/or violence against the State of California or federal government or any division thereof.

Tattoos and/or body markings which are not prohibited shall be completely covered by authorized uniform (e.g. long sleeve uniform), business, or casual dress attire. Employees who have tattoos and/or body art that are visible while wearing approved uniform shorts, shall completely cover them with long uniform pants.

Exemptions:

(a) Those employees working in an undercover assignment and while in an undercover capacity may apply for a temporary exemption from the Chief of Police via the chain of command.

(b) Those employees who have been previously approved for visible tattoos acquired prior January 1, 2018, shall be exempt from this policy as to the tattoos listed and documented. An employee exempt under this section of the policy who subsequently acquires additional visible tattoos and/or body markings shall no longer qualify for an exemption under this section.

Exceptions to this policy may only be approved by the Chief of Police via the chain of command.

1026.4 BODY/EAR PIERCING

Earrings: One single-stud earring may be worn in each ear by sworn or non-sworn female officers who are working on duty in uniform. Approved earrings shall be attached to the ear lobe and will not rise above the ear canal opening. Male employees are prohibited from wearing earrings while they are on-duty, except under conditions where personnel are assigned to work a "special" duty assignment wherein the agency finds it necessary to conceal their identity as police personnel, and as approved by a Bureau Commander.

Body Piercing: Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- Tongue splitting or piercing.
- The complete or transdermal implantation of any material other than hair replacement.
- Abnormal shaping of the ears, eyes, nose or teeth
- Branding or scarification

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1026.5 PERFUME/COLOGNE

Excessive use of perfume/cologne is not permitted as it may be offensive to co-workers or may cause an allergic reaction in some people.

1026.6 MAKE-UP

Female employee's facial make-up shall be moderate in amount, conservative in shade/color and tastefully applied. Excessive, distracting makeup is not permitted.

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Uniform Regulations

1027.1 PURPOSE AND SCOPE

The uniform policy of the Glendale Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

Questions regarding authorized equipment and uniform specifications should be directed to the Professional Standards Bureau Lieutenant. The Chief of Police shall be the final authority on all matters pertaining to official uniforms, equipment and identification items.

The Glendale Police Department will provide uniforms, equipment or compensation for the purchase of such items in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1027.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed. All leather and metal will be polished.

(b) At all times, peace officers of this department shall possess and maintain a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment..

(d) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(e) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(f) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

(g) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

(h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

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(i) Mirrored sunglasses will not be worn with any Department uniform

(j) A dependable flashlight of sufficient brightness shall be carried on the person while performing field enforcement duty

(k) The department issued ballistic helmet shall be carried in the officer's assigned vehicle

(l) The department authorized baton should be carried on the officer's person while performing field enforcement duties

(m) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or his designee.

1. Wrist watch
2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
3. Medical alert bracelet or necklace
4. Earrings as described in section 1044.4

1027.2.1 DEPARTMENT ISSUED IDENTIFICATION

(a) Identification Card: The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

(b) Driver's License: All personnel, while driving city equipment, shall possess a valid California Driver's License.

(c) Name Plate: The Department authorized nameplate shall be considered part of the uniform and shall be worn at all times. The nameplate may be made of metal or fabric, depending on the uniform, and shall meet the specifications prescribed and maintained by the Professional Standards Bureau.

All persons within the Glendale Police Department building are required to wear some form of Police identification. The display of the Police badge or an identification card will meet this requirement. Volunteers and temporary personnel shall wear their City issued identification. Visitors shall be issued temporary identification cards.

1027.3 WEARING OF THE UNIFORM

(a) REQUIREMENT - All sworn personnel, Reserve Officers, Police Communication Operators, Community Service Officers, Cadets and any other personnel designated by police management or M.O.U. agreement as uniformed shall wear the prescribed uniform and equipment during their tour of duty.

(b) EXEMPTIONS TO WEARING - The Chief of Police or his/her designee shall have the authority to exempt personnel from the uniform requirement on a case by case

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basis. In addition, the following designated personnel may be exempt from wearing the prescribed uniform:

- Chief of Police
- Division/Bureau Commanders
- Personnel assigned to investigative duty or special duty assignments
- Personnel assigned to administrative duty
- Personnel assigned to special details, events, or training at the discretion of police management

1027.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform for sworn personnel consists of the regulation badge, hat, long sleeve shirt, necktie, trousers, belt, shoes or boots, socks, equipment belt with required equipment and optional foul weather jacket.

For Community Service Officers and Police Communication Operators, the Class A uniform consists of the regulation badge, long sleeve shirt, necktie, slacks with belt, shoes or boots, socks, and optional foul weather jacket. For females, a skirt may be worn in place of the slacks and socks.

A minimum of one class "A" uniform shall be maintained by all uniformed personnel, sworn or non-sworn.

1027.3.2 CLASS B UNIFORM

All uniformed personnel will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform is a short sleeve shirt or long sleeve shirt. A black tee-shirt shall be worn under the Class B uniform shirt. All other uniform items, equipment and accessories specified as part of the Class A uniform remain the same. Class B uniform shirts, without a zipper, must be buttoned entirely except for the top button.

Sworn personnel assigned to office duty need not wear the equipment belt, but shall wear the authorized sidearm in an approved holster.

1027.3.3 LOAD BEARING VESTS / OUTER VEST CARRIERS

Load bearing vests are authorized for sworn employees for use in patrol and all other assignments where enforcement operations are conducted. Outer vest carriers are authorized for sworn employees department wide who are utilizing a Class B uniform. Employees will have the option of a load bearing vest and/or an outer vest carrier, unless a specific uniform is designated by management.

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1027.3.4 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Air Support, Motor Officers and other specialized assignments.

1027.3.5 FOUL WEATHER GEAR
The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear. All sworn personnel and civilians assigned to field duty shall maintain regulation rain apparel and have it available for use.

1027.4 INSIGNIA AND PATCHES

(a) Shoulder Patches - Uniformed personnel shall have the designated official Departmental shoulder emblem affixed to each shoulder of the uniform shirt and field jacket.

(b) Service stripes - A service stripe represents completion of 5 years of sworn or non-sworn, (i.e., CSO or PCO), law enforcement service. Sworn personnel service stripes shall designate only sworn law enforcement service. Non-sworn personnel service stripes may designate a combination of sworn and non-sworn service. The recognition of service credit shall not only include the City of Glendale, but shall recognize service with any law enforcement agency within the United States. It shall be worn on the Class A uniform only and attached in the prescribed manner designated by the Professional Standards Bureau.

(c) Assignment Insignias - Assignment insignias, (Motors, Air Support, FTO, etc.) may be worn as designated by the Chief of Police.

(d) Flag Pin - A flag pin may be worn in a manner approved by the Chief of Police. The flag pin shall not have any other attachment, e.g. military or sports insignia.

(e) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(f) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1027.5 NON-UNIFORMED ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear a business suit; blazer or sport coat and dress slacks;collared button front dress shirt and tie; dress shoes.

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(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear business suit; jacket or coat and dress slacks or businesslike skirt or dress; appropriate shirt or blouse; and dress shoes.

(d) The following items shall not be worn on duty:

1. T-shirt alone
2. Open toed shoes
3. Swimsuit, tube tops, or halter-tops
4. Spandex type pants or see-through clothing
5. Distasteful printed slogans, buttons or pins

(e) Variations from this order are allowed at the discretion of the Chief of Police or his/her designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Glendale Police Department or the morale of the employees.

1027.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Glendale Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Glendale Police Department to do any of the following (Government Code §§ 3206 and 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1027.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

(a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

(c) Replacement of items listed in this order as optional shall be done as follows:

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1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (Policy Manual § 700).

1027.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Glendale Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Glendale Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

1027.9 MATERNITY DRESS

Employees who are pregnant and working a uniformed assignment will be expected to maintain a neat and professional uniform appearance.

Pregnant employees working a non-uniformed assignment will be expected to wear appropriate maternity style clothing which is conservative and professional in appearance.

1027.10 HOLSTERS

Holster regulations may vary depending on the type of uniform worn.

Class A and Class B uniform holsters shall be of the same appearance as the gun belt and shall have the same finish.

Holsters shall be of good quality commercial construction, shaped to fit the weapon carried, and shall be kept in good condition.

The Professional Standards Bureau shall maintain specification for approved holsters for field service personnel. All holsters shall be subject to the approval of the Rangemaster regarding the holster's suitability for the weapon carried.

Plainclothes personnel may select from several approved types of holsters. They shall be of high quality commercial construction, shaped to fit the weapon carried, and kept in good condition. Holsters for plainclothes personnel may be:

- Of a type affixed to the belt or waistband to ensure adequate retention of the firearm while allowing ready access to the weapon.
- Shoulder holster
- Ankle (Undercover and non-field assignments only)

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The regular flight crew uniform holster shall be made of black nylon, an adequate retention system, and of a style that does not interfere with the operation of the aircraft when worn during flight operations. Flight crew personnel may also utilize a shoulder holster worn on the outside of the flight uniform.

The shoulder holster shall be black in color and constructed of leather of nylon. All flight crew holsters shall be of good quality commercial construction, shaped to fit the weapon carried, and shall be kept in good condition.

1027.11 BATON

The following batons are authorized for use by Glendale Police Department Personnel:

- 26-29" straight stick hard wood or specially made laminate wood baton. Since sizes and weights can vary in each baton, any officer who purchases their own baton must have it approved by the Professional Standards Bureau prior to carrying it on duty.
- 36-42" riot baton - when issued by the department.
- ASP - when issued by the department. An ASP issued by the department is approved for use by SWAT and canine officers until replaced by the 26" Monadnock Baton.
- PR-24 (Not approved for officers hired after 2005). Those officers trained and authorized to carry a PR-24 baton prior to 2005 may continue to do so. Any officer carrying the PR-24 who would like to change to the straight stick baton may do so upon completion of the required straight stick baton training.
- 26" Monadnock Collapsible Baton. The 26" Monadnock collapsible baton is approved for use by all sworn personnel and may be carried in lieu of the straight stick or PR 24 baton after completing the required training. Uniformed officers opting to carry the Monadnock baton shall have their standard straight stick or PR-24 batons available in their vehicle for crowd control or other tactical deployments. As optional equipment, the purchase, maintenance and replacement for a collapsible baton is the officer's responsibility as specified under section 1046.7 of the Manual.

The straight stick/PR-24 baton ring shall remain on the Sam Browne belt at all times and should be placed directly in front of the TASER device towards the belt buckle. If the collapsible baton is also carried, the collapsible baton scabbard should be in front of the TASER device and the standard baton ring should be in front of the collapsible baton scabbard to facilitate the proper draw and deployment of the TASER device and baton(s).

1027.12 EQUIPMENT BELT

The equipment belt shall be of the black basket weave type unless otherwise specified. All metal hardware on the equipment belt, and accessories, shall be nickel-plated. Approval for the use of a specialized weapons belt and holster i.e., nylon type, for tactical/helicopter assignments rests with the Bureau Commander.

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The equipment belt shall snugly fit the waist so that only the top edge of the trouser belt is visible. The equipment belt, equipment carriers and accessories shall have a clean, polished finish.

1027.12.1 EQUIPMENT
All Sam Browne accessories shall consist of the following:

- Ammunition Holder-In the case of semi-automatic firearm, a dual 9mm magazine pouch, a dual .45 caliber magazine pouch or a double stacked quad magazine case shall be vertically attached to the equipment belt, with the flaps on top. Officers who carry revolvers shall have two six-shot speed loader holders similarly attached.
- Baton Holder-A baton holder compatible with the type of baton carried by the officer.
- Belt Keepers-The equipment belt shall be kept in place by four (4) keeper straps. The keepers shall be fastened downward.
- Cell phone case (optional)- Black material
- Chemical Agent-Officers shall carry the department approved chemical agent and holder.
- Collapsible Baton- (optional)
- Digital Audio Recorder
- Flashlight- (optional)
- Handcuffs and Case-Handcuffs issued or approved by the department shall be carried. A single handcuff case shall be worn on the rear of the equipment belt, centered over the rear hip pocket on the officers strong hand side. Two handcuff cases may be worn, one centered over each rear hip pocket. A handcuff key shall always be in the officer's immediate possession.
- Holster-A holster meeting the requirements of Manual Section 1046.10 shall be worn on the side for which it was designed. Cross Draw holsters are not approved. The holster shall be worn on the side and in line with the trouser seam.
- Key Holder (optional)-Must be of a type which covers the keys or allows the keys to be placed in a pocket to eliminate noise or reflection.
- Radio and Radio Holder-As authorized by the Department
- TASER (optional, with the exception of Field Training Officers)

1027.12.2 ORDER OF EQUIPMENT
The accessories of the equipment belt shall be worn in the following order, from left to right and front to rear.

(A) RIGHT HANDED OFFICER

- Ammunition holder

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- Keeper strap
- Baton Ring
- Collapsible baton holder (optional)
- TASER
- Portable radio holder with radio
- O.C. spray and case (may also be worn on opposite side behind the gun holster provided there is no interference with holster operation).
- Two keeper straps, evenly spaced, but not more than four inches apart and centered at the middle of the back.
- Handcuff case, single type only. Optional: two handcuff cases may be utilized, evenly spaced, adjacent the two rear keeper straps.
- Key Holder (optional) strap type with keys placed in back pocket.
- Holster
- Key Holder (optional) flap type
- Keeper strap

Mandatory equipment that can be worn any safe position on the belt:

- Digital Audio Recorder
- MAV Remote control/microphone

Optional Equipment that can be worn any safe place on the belt:

- Flashlight holder
- Cell phone case

(B) LEFT HANDED OFFICER

Equipment listed above shall be worn in reverse order.

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Weapons and Uniform Advisory Committee

1028.1 PURPOSE AND SCOPE

The Weapons and Uniform Advisory Committee is an advisory body which exists for the purpose of recommending appropriate action(s) to the Chief of Police concerning employee uniforms and equipment.

1028.2 RESPONSIBILITIES

The Weapons and Uniform Advisory Committee is charged with the following responsibilities:

(a) To conduct investigations regarding products, equipment or procedures related to firearms, chemical agents and less-lethal weapons

(b) To conduct investigations regarding products, personal equipment and uniforms worn by department personnel

(c) To develop training guidelines and procedures relevant to the committee's investigations

(d) To prepare a written report of the committee's findings for submission to the Chief of Police

1028.3 COMMITTEE SELECTION

With the exception of a Sergeant assigned to the Professional Standards Bureau and Association representatives, members of the Weapons and Uniform Advisory Committee shall be selected by a Lieutenant assigned to the Professional Standards Bureau for approval of the Chief of Police. Selected committee members shall serve a minimum of one year, however a member may be removed for lack of participation. When a committee member leaves, a request for interested parties will be published, and a new member recommended for the approval of the Chief of Police.

1028.4 COMMITTEE PERSONNEL

The committee will be comprised of the following personnel:

- A Lieutenant assigned to the Professional Standards Bureau, who shall serve as Chairperson
- A Professional Standards Sergeant
- A qualified Rangemaster
- A Field Services Division Administrative Sergeant
- A sworn GPOA representative
- A non-sworn GCEA representative
- Three police officers or sergeants
- One non-sworn police employee

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- Additional sworn or non sworn employees at the discretion of the Bureau Commander

1028.5 MEETINGS

Meetings of the committee will be held at least once each year, but may occur more frequently, if needed. The Department shall post meetings of the Weapons and Uniform Advisory Committee in advance via a personnel order. The presence of five committee members shall constitute a quorum. The Chairperson shall be a Lieutenant assigned to the Professional Standards Bureau Commander.

1028.6 COMMITTE REPORT

The Department Weapons and Uniforms Committee shall be responsible for preparing a written report of all equipment or procedures that it has been assigned to investigate or that it feels would benefit the Glendale Police Department. The report will address, but is not limited to, the following areas:

- Weapons, personal equipment, safety equipment or uniform items discussed
- Cost
- Conformance to the policies and procedures of the Glendale Police Department Manual
- Recommendation of a policy or procedure change
- Impact on the Department
- Necessity
- Legal issues
- Tactical considerations

This report shall be submitted directly to the Chief of Police. This report is of an advisory nature only and is designed to assist the management staff members in their decision-making.

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Police Cadets

1029.1 PURPOSE AND SCOPE

The cadet position is a temporary, unclassified, part-time position for college students who perform a variety of routine, non-hazardous support functions and progressively more advanced tasks. This is an apprenticeship position wherein Cadets are developed for full time positions within the Department.

See attachment: Cadet Manual rev 5-2019.pdf

1029.2 EDUCATION REQUIREMENTS

Cadets are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Cadets shall complete a minimum of nine semester units of college course work per semester.

1029.3 PROGRAM COORDINATOR

The PSB Supervisor will serve as the Program Coordinator. This supervisor will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments,status for compensation, school attendance and performance evaluations.

1029.4 CADET MANUAL

The Professional Standards Bureau shall develop and maintain a separate written Cadet Manual that shall contain policies, procedures and rules pertaining to the Police Cadet Program. The Cadet Manual should also include items related to the administration, organization and supervision of the program, employee conduct standards, vehicle operations, emergency procedures, ridealongs, and personal appearance standards.

1029.5 EMPLOYEE'S RESPONSIBILITY

Police Cadet personnel shall be issued a copy of the cadet Manual. Cadets shall maintain their assigned copy in good order and continually update it as new or revised portions are disseminated. It is the responsibility of each cadet to read and familiarize themselves with the contents of the manual. Police cadets shall abide by the rules, directives, and policies contained in the cadet manual as well as any other standard of conduct that applies to City and Department personnel.

1029.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual considerations with the final decision resting with a PSB Supervisor or his/her designee.

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1029.7 PERFORMANCE EVALUATIONS

Performance evaluations for all cadets shall be completed every six months. Cadets will be evaluated to assess their current job performance and their potential as police officers.

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Nepotism and Conflicting Relationships

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, claims of sexual harassment or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1030.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's spouse, domestic partner, significant other, parent, stepparent, grandparent, grandchild, child (natural, adopted or step), brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew or any other relatives living in the same household.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1030.2 RESTRICTED DUTIES AND ASSIGNMENTS

Except as provided in this policy, the City of Glendale and the Glendale Police Department recognize the rights of employees to become involved in personal or business relationships with their coworkers. However, in order to promote the efficient operation of the Department, the following reasonable restrictions shall apply:

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(a) Employees are prohibited from directly supervising, occupying a position in the direct line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification and compensation in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

1030.2.1 SPECIFIED SUBORDINATE EMPLOYEES

In order to effectuate the purpose of this policy, Department personnel shall not engage in any personal or business relationship with any employee in the following categories or classifications: Police Officer Recruit, entry level probationary police officer, entry level department probationary employee, Police Cadet and Police Explorer.

Department personnel involved in a personal or business relationship with an employee in the aforementioned classifications or categories, prior to their employment with the department or prior to implementation of this policy on November 1, 2011, are exempt from this section.

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1030.2.2 EMPLOYEE RESPONSIBILITY

Whenever a supervisor and subordinate enter into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify the Chief of Police or his/her uninvolved, next highest level of supervisor. While these employees must disclose that such a relationship or circumstance exists, involved employees shall not be required to disclose the nature, category or details of their relationship. The duty to notify does not apply to peer relationships. The duty to notify does not apply to supervisor and subordinate relationships where the supervisor and subordinate are not in the same direct line of command. The duty to notify does not apply to past relationships.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1030.2.3 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations.

1030.2.4 CONFIDENTIALITY

Any employee of the Department who, by requirement of this policy, receives information related to a relationship between two employees shall make every effort to safeguard such information. Except as required by this policy, no employee shall disclose such information, be required or compelled to disclose such information, or make a record of such information.

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Department Badges

1031.1 PURPOSE AND SCOPE

The Glendale Police Department badge and uniform patch as well as the likeness of these items and the name of the Glendale Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1031.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1031.2.1 FLAT BADGE

Sworn officers shall be issued a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

(a) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.

(b) An honorably retired officer may keep his/her flat badge upon retirement in accordance with the current GPOA MOU.

1031.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to professional staff shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Police Communications Operator).

(a) Professional staff shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Professional staff shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1031.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words "Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Glendale Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

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1031.2.4 RETIREMENT BADGE COMMITTEE
The Retirement Badge Review Committee has been formed for the purpose of approving or denying the issuance of retirement badges to retired peace officer personnel. This committee will also act in the capacity of an appeal board on denied, recalled, or demand-to-surrender badge circumstances.

The committee will be comprised of the following personnel:

- SSD Captain
- PSB Lieutenant
- Personnel Sergeant
- Two Police Officers selected by the GPOA Board of Directors

The PSB Lieutenant will serve as chairperson.

1031.2.5 RETIREMENT BADGE COMMITTEE RULES
The Committee shall elect a chairperson and a secretary. The committee rules are as follows:

- A majority vote is required to approve or deny the issuance of a retirement badge and in all appeal matters
- The Committee Chairperson shall notify the President of the GPOA no less than five days prior to a committee meeting or hearing
- The Committee Chairperson shall submit a written report to the Chief of Police of the findings of the Committee within ten working days after each hearing

The Professional Standards Bureau will be responsible for maintaining all Committee records.

1031.2.6 RETIREMENT BADGES-ISSUE AND RECALL
Retirement badges shall be issued and recalled in accordance with the current MOU.

1031.3 UNAUTHORIZED USE
Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and professional staff employees for official use only. The department logo, department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the department logo, badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

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Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1031.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Glendale Police Department. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.
2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

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Temporary Modified-Duty Assignments

1032.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1032.2 POLICY

Subject to operational considerations, the Glendale Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1032.3 GENERAL CONSIDERATIONS

Modified-duty assignments are a management prerogative and not an employee right. Modified-duty assignments shall be subject to continuous re-assessment dependent upon Department need and the employee's ability to perform in a modified-duty capacity.

An injured employee may be assigned to a modified-duty position outside of his/her normal assignment or duties if it becomes available. If the injury or illness is non-duty related the employee shall be given the option to either accept the position or continue to draw on applicable sick leave or other leave accounts as applicable.

(a) If an employee cannot adequately perform in a modified-duty assignment, such assignment may be modified or terminated.

(b) The lack of Department need or a change in priorities may result in the employee's removal from or modification of a modified-duty assignment.

(c) The Department may place conditions as deemed appropriate upon any modified-duty assignment.

1032.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

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(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Chief of Police.

1032.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1032.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1032.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.

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(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1032.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1032.7 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1032.8 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Employee Speech, Expression and Social Networking

1033.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1033.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1033.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Glendale Police Department will carefully balance the individual employee's rights against the Department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1033.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Glendale Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates.

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Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1033.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the Department's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Glendale Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Glendale Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Glendale Police Department or its employees.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Glendale Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of a supervisor.

(g) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or

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department owned, for personal purposes while on-duty, except as permitted in § 342.6.

1033.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Glendale Police Department or identify themselves in any way that could be reasonably perceived as representing the Glendale Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or officer associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Glendale Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1033.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department. This includes the department e-mail system, computer network or any information placed into storage on any department system or device.

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It also includes records of all key strokes or web-browsing history made at any department computer or over any department network.

The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through a department computer or network. However, the Department may not require an employee to disclose a personal user name or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work related misconduct (Labor Code § 980).

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Naloxone Administration Policy

1034.1 PURPOSE

The purpose of this policy is to establish broad guidelines and regulations governing the utilization of Naloxone (Narcan) by trained personnel within the Glendale Police Department. The objective is to treat and reduce injuries and fatalities due to opioid involved overdoses when law enforcement is the first to arrive at the scene of a suspected overdose.

1034.2 POLICY

Law enforcement personnel may possess and administer Naloxone so long as they have completed training provided by the Glendale Police Department Nurse Educator/Medical Director or a qualified designee.

1034.3 DEFINITIONS

A. Opioid – A medication or drug that is derived from the opium poppy or that mimics the effect of an opiate.Opiate drugs are narcotic sedatives that depress the activity of the central nervous system; these will reduce pain, induce sleep and in overdose will cause people to stop breathing. First responders often encounter opiates in the form of morphine, methadone, codeine, heroin, fentanyl, oxycodone and hydrocodone.

B. Naloxone:(Narcan) A prescription medication that can be used to reverse the effects of an opiate overdose. Specifically, it displaces opioids from the receptors in the brain that control the central nervous and respiratory system. It is marketed under various trademarks, including Narcan.

C. Overdose Rescue Kit: At a minimum shall include

1. Two (2)ml Luer-jet luer-lock syringes prefilled with naloxone (Concentration 1mg/ml)
2. Two (2) Mucosal atomization devices (MAD)
3. One pair of medical gloves (Non latex)
4. In place of prefilled syringes, if available, may use the prefilled 4 mg naloxone all in one nasal spray.

1034.4 PROCEDURE

A. Deployment

1. Narcan Program Director's' responsibilities include:

(a) Coordinate the initial and all refresher training programs.

(b) Maintain training records.

(c) Order and maintain enough Narcan to restock emergency kits

(d) Implement the proper inventory controls and safeguards for Narcan issued to the Glendale Police Department.

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(e) Routinely rotate stock and document expirations for easy removal.

(f) Maintain administration records regarding the departmental use of Naloxone and disseminating these records to Nurse Educator and Medical director.

2. The Glendale Police Department shall ensure that officers chosen to participate will be trained in the Narcan training program and will have a current CPR/First Aid card.

3. Refresher training in the use of Narcan should occur once a year and consist of familiarity with the overdose rescue kit and the effective administration of Narcan

1034.5 NALOXONE USE PROCEDURE

1. Officers should request a Narcan equipped officer and appropriate fire/medical personnel to respond to any scene where complainant is in a potential overdose state.
2. Officers should use universal precautions and protections from blood borne pathogens and communicable diseases when administering Naloxone.
3. Determine the need for treatment with Naloxone by evaluating the complainant: If the complainant is unresponsive with decreased or absent respiration they should administer Naloxone following the established training guidelines.
4. Once the assessment of the complainant is complete: which should include, but not limited to determining unresponsiveness and other indications of opioid overdose, the officer will administer the medication from the overdose rescue kit following the established training guidelines.
5. When practical, officers tactics should account for the possibility that the complainant may regain consciousness in an agitated and combative state and may exhibit symptoms associated with withdrawal.
6. Remain with the complainant until fire, parammedic, or ambulancepersonnel have arrived and provide: a full report including use of Naloxone.
7. Complete a Narcan administration form and submit to Program Director.
8. Notify the Program Director as soon as practicable that a kit has been used and take kit out of service until the contents are replaced.

1034.6 CHECK OUT PROCEDURES

(a) Any certified EMT/Medic officer is authorized to check out a Narcan kit from the patrol vault.

(b) Each EMT/Medic officer must check out a Narcan kit at the beginning of their shift from the patrol vault and return the kit to the vault at the end of each shift. The kit shall be inspected when checking it out from the vault, to ensure that the kit is sealed. The kit number shall be listed on the vehicle check out sheet..

(c) Any open or un-sealed kits shall be immediately removed from service and given to the Program Director for inspection.

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(d) Kits shall be placed in the passenger compartment of the patrol unit to control the temperature of the kits and allow for easy access by any officer. Kits should not be stored in the trunks of the patrol unit.

1034.7 MAINTENANCE AND REPLACEMENT

1. Overdose kits will be carried in a manner consistent with proper storage guidelines for temperature and sunlight exposure.
2. Used, lost, damaged and expired Kits will be replaced by the Narcan program director.
3. Expired Narcan will be saved for department training or properly disposed of by the Nurse Educator or Medical Director.

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Illness and Injury Prevention

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Glendale Police Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1035.2 POLICY

The Glendale Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1035.3 ILLNESS AND INJURY PREVENTION PLAN

The Administrative Services Division Commander is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet relevant standards.

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(f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

1035.4 ADMINISTRATIVE SERVICES DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Administrative Services Division Commander include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following:
   (a) Respiratory protection (8 CCR § 5144)
   (b) Bloodborne pathogens (8 CCR § 5193)
   (c) Aerosol transmissible diseases (8 CCR § 5199)
   (d) Heat illness (8 CCR § 3395) See attachment: Heat Illness Prevention Program
   (e) Emergency Action Plan (8 CCR § 3220)
   (f) Fire Prevention Plan (8 CCR § 3221)

(e) Making available the Identified Hazards and Correction Record form See attachment: Identified Hazard and Correction Record Form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

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(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1035.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administrative Services Division Commander.

(e) Notifying the Administrative Services Division Commander when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1035.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

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All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Administrative Services Division Commander via the chain of command.

The Administrative Services Division Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1035.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administrative Services Division Commander shall ensure that the appropriate documentation is completed for each inspection.

1035.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1035.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

(g) Completion of an Investigation/Corrective Action Report form. See attachment: Identified Hazard and Correction Record Form

(h) Completion of an Identified Hazards and Correction Record form.

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Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1035.9 TRAINING

The Administrative Services Division Commander should work with the Training Manager to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1035.9.1 TRAINING TOPICS

The Training Manager shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

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(n) Other job-specific safety concerns.

1035.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Attachments

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Private Purchase Shotgun agreement.pdf

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GLENDALE POLICE DEPARTMENT

AGREEMENT FOR PRIVATE PURCHASE OF SHOTGUN FOR DUTY USE

Name:_____ Employee Number:_____

I agree to the following terms and conditions concerning the acquisition, care and use of my privately purchased shotgun:

I understand that my shotgun must be inspected by and registered with the Department and I must qualify with it prior to use in the field. (Initial)_____

I understand that I am solely responsible for any loss, damage, maintenance or repair to my privately owned shotgun. (Initial)_____

I understand that once my shotgun is registered for field use, I must use it during regular Department shotgun qualifications to verify that it is in proper working order. I must ensure the qualification is documented by the Rangemaster. (Initial)_____

I understand that my privately purchased shotgun must be completely factory assembled and may not be modified, except for the addition of Department approved accessories. The Rangemaster must perform all modifications. The fire control system SHALL NOT be modified from factory specifications. (Initial)_____

I understand that my privately purchased shotgun may be stored in my work locker, or at my residence. (Initial)_____

If stored at my residence, all requirements of Sections 312.3.2 shall apply. My shotgun shall not be stored in a private vehicle unattended. (Initial)_____

I understand that while transporting my privately purchased shotgun from storage to the police vehicle it will be in a (hard or soft) gun case. (Initial)_____

I understand that the use of a Private Purchase Shotgun is voluntary. Failure to comply with established rules and regulations may result in removal from the program and may result in disciplinary action. (Initial)_____

Employee Signature:_____

Shotgun Make and Model:_____ Firearm Serial #:_____

Rangemaster:_____

GPOA _MOU_Grievance.pdf

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ARTICLE SEVEN

GRIEVANCE PROCEDURE/REVIEW BOARD

I. CITY'S GRIEVANCE PROCEDURE - REPRINTING

Unit employees who need to resolve a dispute relating to work related matters may utilize the City's grievance procedure, provided that the subject matter of that grievance falls within the definition of a grievance, provided in the following section. The City's Grievance procedure is reprinted from the City's Employer-Employee Relations Ordinance here solely for the convenience of unit employees and Police Management and the fact that it is reprinted here is not intended to add or detract from its status as a City-wide grievance procedure, and is not a formal part of this Memorandum of Understanding.

II. GRIEVANCES

A. Definition

A grievance is any dispute concerning the interpretation or application of this Ordinance, or of this MOU or of an ordinance resulting from a memorandum of understanding, or of rules or regulations governing personnel practices or working conditions.

B. Grievance - Informal - Verbal

When a unit employee feels he/she has been unfairly treated or does not agree with his/her supervisor on policy interpretation, he/she may initiate formal action to secure review of the grievance by top management. Such action should be used, however, only after informal appeal through discussion with the immediate supervisor has not been successful. It is the spirit and intent of this procedure that all grievances be settled quickly and fairly, without any subsequent discrimination against unit employees who may seek to adjust a grievance, real or imagined.

C. Grievance – Formal / Written

If the informal answer given by the unit employee's supervisor is not satisfactory, the unit employee may appeal his/her grievance in the following manner:

1. **Step I - Supervisor**

Within fourteen (14) calendar days following the occurrence of the alleged grievance, the unit employee will present his/her views to his/her supervisor on a grievance form, in duplicate, obtainable from the Human Resources Department. The supervisor will, within seven (7) calendar days, enter his/her decision and the reasons for it and return it to the unit employee. If the unit employee is not satisfied with the answer given, he/she may appeal as follows:

2. **Step II - Department Head**

Within seven (7) calendar days of receipt of the supervisor's answer, the unit employee will forward the grievance to his/her division head. The department head will, within seven (7) calendar days, enter his/her decision, the reasons for it, and return it to the grievant. If the unit employee is not satisfied with the decision, he/she may appeal as follows:

3. **Step III - City Manager**

Within seven (7) calendar days of receipt of the department head's answer, the unit employee will forward the grievance to the City Manager. The City Manager will, within seven (7) calendar days, enter his/her decision, the reasons for it and return it to the unit employee. The decision of the City Manager is final and binding on all parties.

D. General

1. **Time Limits**

If the time limit at any step should elapse, the decision rendered at the previous step will be understood to have been accepted. For example, if an employee does not forward a Step I decision to Step II within seven (7) calendar days, it is understood that he/she has accepted the Step I decision and the matter is closed. Time limits may be extended by mutual consent.

2. **Grievance Settled - Form Distribution**

When a grievance is settled, the employee will keep the duplicate of the form and the original will be placed in the grievance file in the Human Resources Department.

3. **Representation**

A unit employee utilizing this procedure may be represented or assisted by, not to exceed three, authorized representatives in the preparation, presentation and hearing of a grievance. The supervisor, department head and City Manager may also be accompanied by other persons in conferences or hearings. Witnesses may be called and questioned by both parties.

4. **Time of Hearings**

All grievances will be heard during working hours if practicable. Aggrieved unit employees, their representatives, and all witnesses will be given reasonable time off without loss of pay, vacation or other time credits for the purpose of presenting grievances.

GPOA _____
CITY _____

5. **Grievances - Non-Appealable to Civil Service Commission**

The grievance procedure is not intended as a means of appealing actions under the jurisdiction of the Civil Service Commission.

Patrol Rifle Agreement 05-28-20.pdf

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GLENDALE POLICE DEPARTMENT
AGREEMENT FOR PRIVATE PURCHASE OF PATROL RIFLE FOR DUTY USE

Name:_____ Employee Number:_____

I agree to the following terms and conditions concerning the acquisition, care and use of my privately purchased patrol rifle:

(Initial)_____

I understand that I must have 3 years of service as a Level 1 Reserve Officer prior to approval to purchase a patrol rifle. (RESERVE OFFICERS ONLY)

(Initial)_____

I understand that my patrol rifle must be inspected by and registered with the Department and DOJ and I must qualify with it prior to use in the field.

(Initial)_____

I understand that I am solely responsible for any loss, damage, maintenance or repair to my privately owned patrol rifle.

(Initial)_____

I understand that once my patrol rifle is registered for field use, I must use it during regular department qualifications to verify that it is in proper working order. I must ensure the qualification is documented by the Rangemaster.

(Initial)_____

I understand that my privately purchased patrol rifle must be completely factory assembled and may not be modified, except for the addition of department-approved accessories. The Rangemaster must perform all modifications. The fire control system SHALL NOT be modified from factory specifications.

(Initial)_____

I understand that my privately purchased patrol rifle may be stored in my work locker, or at my residence, per GPD Policy section 307.5.2.

(Initial)_____

If stored at my residence, all requirements of the Storage at Home subsection of the Firearms Policy shall apply. My patrol rifle shall not be stored in a private vehicle unattended.

(Initial)_____

I understand that while transporting my privately purchased patrol rifle from storage to the police vehicle it will be in a (hard or soft) gun case.

(Initial)_____

I understand that the use of a private purchase patrol rifle is voluntary. Failure to comply with established rules and regulations may result in removal from the program and may result in disciplinary action.

(Initial)_____

I agree to abide by all safety standards developed by the Professional Standards Bureau and the Range Training Staff relating to the use of the patrol rifle.

(Initial)_____

I understand that all applicable laws, regulations, and procedures shall be adhered to while purchasing a privately owned patrol rifle. The rifle must be registered as an assault weapon with the California DOJ.

(Initial)_____

I understand that to participate in the Private Purchase Patrol Rifle Program, I must have, in addition to my rifle, a two- or three-point sling and a hard or soft case.

(Initial)_____

I understand that a privately purchased patrol rifle must be completely factory assembled and may not be modified, except for the addition of department approved accessories. The bolt carrier group and the fire control system are among the parts that SHALL NOT be modified from factory specifications.

(Initial)_____

I understand that the only ammunition that I am allowed to carry on duty is the ammunition assigned to me or approved by the Training Division.

(Initial)_____

I understand that if I fail to quality at or fail to attend one recertification, I will be placed on “inactive” status and during such time I shall not take my patrol rifle out for patrol. I understand that I must achieve a qualifying score at the next subsequent recertification in order to be placed back on “active” status.

(Initial)_____

I understand that if I fail to qualify at or fail to attend two consecutive recertifications, my status will be downgraded to “decertified.” I agree to take my patrol rifle to my residence, immediately, and leave it there until I am certified again.

(Initial)_____

I understand that if I choose to participate in the private purchase patrol rifle program, I must use and qualify with my privately purchased equipment at recertification training and shoot a qualifying score on the patrol rifle qualification course before placing the equipment into service.

(Initial)_____

I understand and agree that upon my separation I must comply with all applicable federal and state firearms laws and regulations.

(Initial)_____

Employee Signature:_____

Rifle Make and Model:_____

Serial #:_____

Rangemaster:_____

Hate Crime Checklist.pdf

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GO 18-06 Heat Illness Prevention Program.pdf

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GLENDALE POLICE DEPARTMENT

Carl A. Povilaitis, Chief of Police

GENERAL ORDER: #18-06
SUBJECT: HEAT ILLNESS PREVENTION PROGRAM

DATE: SEPTEMBER 25, 2018

Heat Illness Prevention Program

Purpose

To provide mandatory heat illness training for employees who work outdoors in compliance with California Code of Regulations, Title 8, General Industry Safety Orders, Section 3395.

Procedure

TRAINING MANDATE:
The California Occupational Safety and Health Administration (Cal/OSHA) mandates that Heat Illness Prevention training is provided to employees who work outdoors. Employees will be trained in the topics mandated by Title 8 Section 3395(h).

SUPERVISORS:
Identify all employees with potential exposure to heat illness. Then, present or provide the contents of this training order to identified employees. Additionally, follow supervisor responsibilities listed throughout this order.

SCOPE:
This training order provides information important to all personnel. However, training is **mandatory** for staff and supervisors of staff who work in an outdoor environment during a substantial portion of their work shift. The objective of this program is employee awareness regarding heat illness symptoms, ways to pre- vent illness, and what to do if symptoms occur.

Staff with exposure to potential heat illness may include, but are not limited to the following:

- Patrol assignments
- Traffic assignments
- Special assignments (such as, working a movie detail, assisting with fire evacuations, bike patrol; or working assignments that require donning extensive personal protective equipment)
- Investigations (such as staff who participate in narcotics searches in outdoor areas)
- Crime Lab (such as staff who participate in evidence collection in outdoor areas)
- Facilities Maintenance (such as making outdoor area repairs)
- Other (any and all other assignments determined by the supervisor to have risk of heat illness)

Environmental and Personal Risk Factors for Heat Illness:
Supervisory personnel and employees are responsible for identifying and evaluating environmental and personal risk factors for heat illness and implementing controls as necessary, such as consuming recommended amounts of water, taking breaks in a shaded area, and recognizing and reporting signs and symptoms of heat illness.

The actual weather conditions each day factor into the risk for heat illness. Although air temperature and relative humidity influence the likelihood for heat illness, additional environmental risk factors must also be considered, such as radiant heat from the sun and other sources; conductive heat sources, such as the ground; air movement; workload severity and duration; and protective clothing or personal protective equipment worn by employees.

Employees who use chemical protective clothing, such as hazmat suits or other body coverings that significantly interfere with the body's ability to dissipate heat, can be at risk of heat illness even when temperatures are considered mild. Supervisors and employees should be aware that additional water consumption and/or additional breaks in the shade may be needed.

Personal risk factors for heat illness include an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat. (Consumption of alcohol or caffeine will add to dehydration and increase the risk of heat illness.)

Monitoring Weather Reports
In addition to information provided by local news outlets, there are a variety of websites that supervisors can use for weather monitoring. For example, weather.yahoo.com provides detailed information (including temperature and humidity), based on the zip code entered. The National Weather Service (NWS) also provides hot weather advisories. An updated weather forecast from the NWS can be obtained by calling 805-988-6610 and pressing 1 once connected. Using these tools can help supervisors determine the extent of the procedures in this order that need to be followed for a particular day.

Acclimatization
Acclimatization is the temporary adaptation of the body to work in the heat; it occurs gradually as a person is exposed to working in the heat. It is an important step in reducing the risk of heat illness. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat. Acclimatized individuals are able to perspire earlier and in greater quantities than non-acclimatized individuals, which results in lower body temperature and lower cardiovascular strain (lower heart rate). Supervisors will closely monitor employees who are starting a new assignment in the heat or are coming back to an outdoor work assignment after an extended vacation for the first 14 days. Supervisors will also remind employees that they are more vulnerable to heat stress until the body has time to adjust. When possible, outdoor activities (such as training or physical fitness) will be rescheduled to occur during cooler hours. All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

Water Consumption
It is important to frequently consume small quantities of water, up to four (4) cups per hour under extreme conditions of work and heat (especially when you are likely to be sweating more than usual while performing your duties). Once you are thirsty, you are already dehydrated. You should not depend on thirst to signal when and how much to drink.

Employees assigned to patrol shall have access to potable water, such as water from drinking fountains, faucets, or bottled water dispensers. Where access to these forms of water is not

available, water shall be provided in a sufficient quantity at the beginning of the shift to provide one quart (four cups) per employee per hour for drinking for the entire shift. Employees may start the shift with smaller quantities of water if they have effective procedures for replenishing their supply during the shift, as needed, to allow for drinking one quart or more per hour. If you will be at a new or unfamiliar outdoor work location, ask your supervisor about the procedures for replenishing your water supply, which may include the location of the closest drinking fountain, faucet, or bottled water dispenser.

Water will be made available to employees assigned to monitor or provide crowd control at public events or long-term tactical operations (for example traffic control). The commanding officer of the operation will designate a person or persons to supply and replenish water as needed.

Access to Shade

Regardless of temperature:
If you are suffering from heat illness or you believe you need to take a break in order to prevent the development of heat illness, you shall be allowed access to a shaded area for no less than five minutes. Shade may be provided by using shade structures, air conditioned vehicles or by any natural or other artificial means. Shade must provide a complete blockage of sunlight and be located in areas where it does not expose employees to unsafe or unhealthy conditions. The nearest shaded area should be as close as possible, and be large enough to accommodate the number of employees on recovery or rest periods. If you are unfamiliar with the location of the closest shaded area, ask your supervisor (especially if you are at a new or unfamiliar work location.)

Temperatures exceeding 80 degrees Fahrenheit:
Supervisors shall ensure that one or more areas of shade are available at all times. The amount of shade provided shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture, fully in the shade, without having to be in physical contact with each other.

Reporting and Responding to Heat Illness
It is important to immediately report to your supervisor any signs or symptoms of heat illness in yourself or co- workers. If the symptoms of heat illness are untreated, the heat illness could escalate to heat stroke, which could lead to death. If a supervisor observes, or is made aware of any signs or symptoms of heat illness in any employee, the supervisor will evaluate the signs and symptoms and take action in accordance with those listed in the Heat Illness Table (below).

An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer's procedures.

If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), Dispatch should be contacted via radio or 911 and the address or a clear description of the location (including the closest streets, buildings, or landmarks) should be given.

The Heat Illness Table on the following page contains information on the signs, symptoms, and treatments for heat illness.

Types of Heat Illness and Common Signs and Symptom:
s

Heat Illness Table

Heat Illness	Signs and Symptoms	Treatment
Heat Cramps	• Muscle spasms in legs or abdomen	• Move the person to a cooler location. • Stretch muscles for cramps. • Give the person cool water or electrolyte-containing fluid to drink. • Offer emergency medical services and monitor the symptoms.
Heat Exhaustion	• Headaches • Clumsiness • Dizziness/lightheadedness/ fainting • Weakness/exhaustion • Heavy sweating/clammy/moist skin • Irritability/confusion • Nausea/vomiting • Paleness	• Move the person to a cooler place (do not leave alone). • Loosen and remove heavy clothing that restricts evaporative cooling. • If conscious, provide small amounts of cool water to the person to drink • Fan the person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling. • If the person is not feeling better within a few minutes, contact dispatch or call 911. (You may need to dial 9 for an outside line, before dialing 911.)
Heat Stroke	• Sweating may or may not be present • Red or flushed, hot dry skin • Bizarre behavior • Mental confusion or losing consciousness • Panting/rapid breathing • Rapid, weak pulse • Seizures or fits	• Contact dispatch or call 911. (You may need to dial 9 for an outside line, before dialing 911.) • Move the person to a cooler place (do not leave the person alone). • Cool the person rapidly. • Loosen and remove heavy clothing that restricts evaporative cooling. • Fan the person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling.

Security Incident Reporting and Breach Notification Protocol Glendale PD.pdf

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Policy & Procedures

Security Incident Response

1. PURPOSE

The following establishes an operational incident handling procedure for the Glendale Police Department CJIS and CLETS information systems that includes preparation, detection, analysis, containment, recovery, and user response activities; track, document, and report incidents to appropriate Glendale Police Department Personnel and/or authorities. The Chief of Police or his designee is the department's point-of-contact for security-related issues and will ensure the incident response reporting procedures are initiated at the local level.

2. POLICY

A. Reporting Information Security Events.

The Glendale Police Department will promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the department will use email to expedite the reporting of security incidents. Records Personnel will be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the security point-of-contact (SPOC).

B. Reporting Procedures for Suspected and Actual Security Breaches.

To protect GPD resources ISD currently utilizes auditing software to monitor all GPD Domain controllers, Windows File Servers and workstations for suspicious behavior. However, if you become aware of any policy violation or suspect that your password may have been used by someone else, first, change your password and, then, report the violation immediately to the security point-of-contact.

C. Virus Reporting Procedures and Collection of Security Incident Information.

- Upon identifying a problem, disconnect the network cable.
- Notify Department ACC (Records Administrator) and the appropriate Chain-of-Command.
- Notify Local Security Point – of – Contact (SPOC).
- SPOC will notify JDIC Unit 323-881-8203
- SPOC will work in conjunction with the ACC to identify who will run your traffic in the meantime while you fix the problem.
- SPOC will compile information for completing an IT Security Incident Response Form.

- Suspected cause for incident (Name, virus, etc.)
- Was Antivirus software running at the time of infection?
- How and when the problem was first identified?
- Was there any suspicious traffic within the firewall logs?
- Has Local IT staff been notified/are they involved?
- Number of workstations infected?
- Any other equipment infected?
- Action plan for removal.
- Will infected workstations be re-imaged before reconnection?
- When was the last update of antivirus signature files?
- When was the last operating system update?
- Was any CJIS data or personnel identification information compromised?
- The JDIC system will remain disconnected from CLETS until the department's Security Point of Contact (SPOC) can guarantee your systems are free from virus infection.
- Once free from infection and given clearance by the JDIC, the system can be reconnected to CLETS.

Statutes and Legal Requirements.pdf

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Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf

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Identified Hazard and Correction Record Form.pdf

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IDENTIFIED HAZARDS AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

UNSAFE CONDITION OR WORK PRACTICE	LOCATION	PRIORITY	PERSON ASSIGNED	CORRECTIVE ACTION TAKEN (DATE)

Cadet Manual rev 5-2019.pdf

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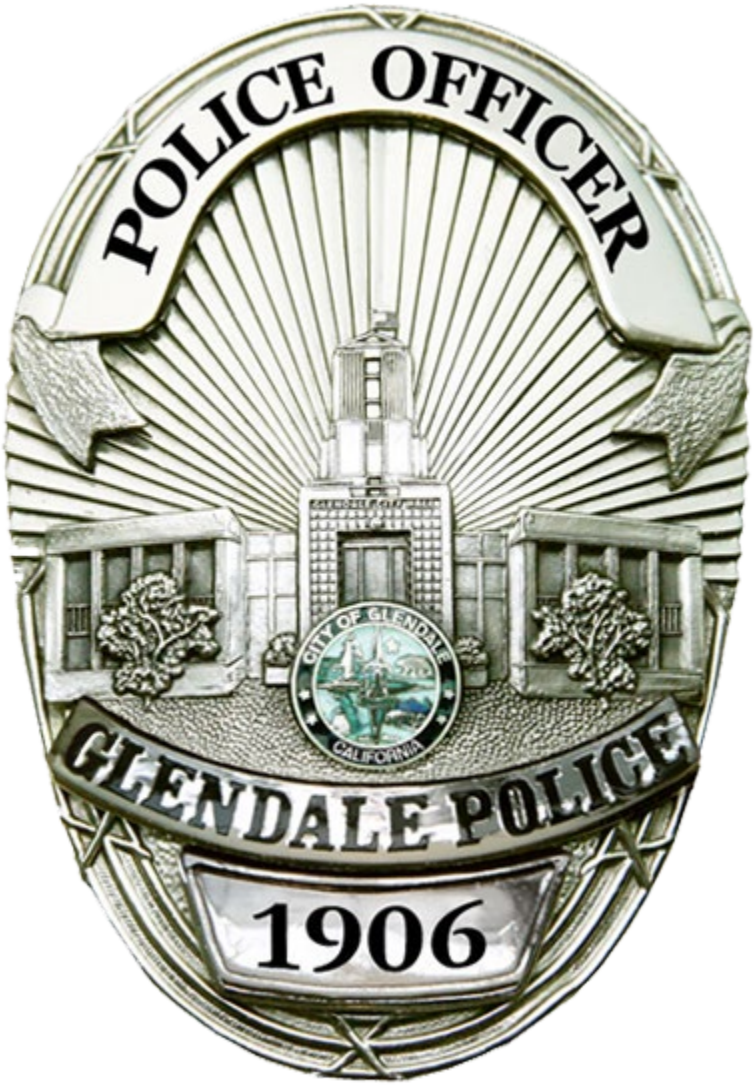
Glendale
Police Department



Police Cadet Manual

Education – Reputation - Fitness

Mission Statement

Our Mission

The City of Glendale delivers exceptional customer service through precision and execution and innovative leadership.

Our Vision

As a premier City anchored in pride of civic ownership, Glendale's success is realized through a community that is safe, prosperous, and rich in cultural offerings. This vision is accomplished with emphasis on:

- Fiscal Responsibility
- Exceptional Customer Service
- Economic Vibrancy
- Informed & Engaged Community
- Safe & Healthy Community
- Balanced, Quality Housing
- Community Services & facilities
- Infrastructure & Mobility
- Arts & Culture
- Sustainability

Table of Contents

Introduction…….4

General Provisions……...5

Administration, Organization, Supervision……..6

Uniform and Personal Appearance Standards……...13

Employee Standards……..16

Vehicle Operation……..20

Emergency Procedures…….21

Ride Along Procedures……..22

Discipline……23

Cadet Assignment Overview……24

Attachments……...25

INTRODUCTION

The Glendale Police Department has prided itself with a long history of high quality service to the community. The key to the Department's ability to provide this level of service has been the caliber of people that make up the agency.

The Glendale Police Department's Cadet Program is designed to be a positive experience for both the employee and the agency. The Police Cadet will enjoy the opportunity to view both law enforcement and The City of Glendale from a career standpoint. The goal of the program is for the Police Cadet to enrich their potential law enforcement careers, while furthering their college education.

The benefits to the City are many. With careful testing, selection, supervision, and evaluation, the Department can develop a pool of dedicated and well trained candidates to move into full time police positions at a later date. By affording the Cadet a part time working environment to support their educational pursuits, the Department is rewarded with the skills of intelligent and highly educated employees.

The Police Cadet program offers the employee the opportunity to experience the job firsthand and to better understand the role of a police officer in today's society. Through constant training and evaluation, the Cadet can be observed in terms of their work habits and abilities, to assess their potential as future full time Glendale Police employees. Both the City and the Cadet can view the position of Police Cadet as a worthwhile investment in a future career that benefits all parties.

GENERAL PROVISIONS

CADET MANUAL ESTABLISHED

The Manual of the Glendale Police Cadet Program is hereby established and shall be referred to as the "Cadet Manual." The Cadet Manual is a combination of policy taken from the Glendale Police Department Policy Manual with policies, procedures, and rules pertaining specifically to the Cadet Position. Cadets will be shown how to access the Department Policy Manual. (Lexipol)

EMPLOYEES RESPONSIBILITY

Police Cadet Personnel shall be issued a copy of the Cadet Manual. It is their responsibility to read and familiarize themselves with the Cadet Manual's contents, maintain the assigned copy in good order, and continually update it as new or revised portions are disseminated.

ADHERENCE TO THE CADET MANUAL

The Cadet Manual governs the basic operation and functions of the Police Cadet Program. Police Cadet Personnel shall become familiar with the provisions of the Cadet Manual and shall abide by them as well as the Department Policy Manual, all laws and ordinances.

ADMINISTRATION, ORGANIZATION, AND SUPERVISION

PURPOSE – POLICE CADET PROGRAM

The purpose of the Glendale Police Cadet Program is twofold:

- To assist the Glendale Police Department in providing essential and needed services which would otherwise be performed by sworn or permanent employees.
- To provide the Police Cadet with a professional environment to further their prospective of law enforcement upon which to advance their police career.

Program Oversight and Supervision:

- The program oversight and overall supervision of the Cadet Program fall under the Training Sergeant in the Professional Standards Bureau.
- When a Cadet is assigned within a certain unit/division the supervision will fall to the supervisor in charge of that unit/division as well.

SELECTION

MINIMUM QUALIFICATIONS

The minimum qualifications for application to the Police Cadet program are:

- 18 years of age at the time of appointment
- High school graduation or GED or CHSPE equivalent
- United States citizenship or a permanent resident who is eligible and has applied for citizenship
- Valid California class C driver's license with an acceptable driving history
- Currently enrolled in an accredited college or university and carry a minimum of 6 semester units or 9 quarter units with a cumulative G.P.A. of at least 2.0
- Good moral character without past history of involvement in criminal activity or other unacceptable conduct
- Must be in good physical condition

Applicants must have the following abilities:

- Comprehend written and verbal information
- Read, learn, understand, and interpret laws, ordinances, and Department policies

- Report information in written form using approved reporting techniques
- Understand and follow verbal directions
- Respond appropriately to citizen inquiries
- Learn and perform a wide variety of new tasks
- Analyze situations and quickly select and adopt effective and reasonable courses of action
- Safely operate a motor vehicle
- Remember names, faces, and details of incidents
- Demonstrate good character, judgement, maturity, and emotional stability
- Demonstrate initiative, motivation, enthusiasm, energy, and success
- Work effectively in the disciplined atmosphere of the Police Department environment
- Maintain effective working relationships with peers, supervisors, and the public

APPLICATION AND SELECTION PROCESS

Applicants meeting the minimum requirements will be invited to participate in an assessment process. The assessment process for the position of Police Cadet may include:

Written Skills Examination:	Qualifying
Oral Appraisal Interview:	100%
Background Investigation:	Qualifying
Polygraph:	Qualifying
Medical Examination	Qualifying

EMPLOYMENT TERMS

The position of Police Cadet is a temporary, unclassified, part time position. Appointment, tenure, or removal is exempt from Civil Service Rules and Regulations. As such, Police Cadets serve at the discretion of the Chief of Police and may be discharged without cause or right of appeal.

DURATION

The Police Cadet position is focused upon developing applicants towards the successful attainment of a full time career in law enforcement. Therefore, appointment to the position of Police Cadet is limited to five years or upon completion of a bachelor's degree or a College Educational Goal. If a Police Cadet fails to be appointed to a full time position in another classification within five years of their date of hire or upon completion of a bachelor's degree, they will be terminated from the program.

The maximum age or duration of employment as a Police Cadet may be extended only with the approval of the Chief of Police. Consideration will be given for such appeals based on compelling reasons such as the completion of an on-going educational program. Cadets should forward such requests to the Cadet Coordinator no less than six months prior to the end of their anticipated employment (i.e. when the Cadet has 4.5 years in that capacity or is nearing completion of a bachelor's degree or a College Educational Goal.

CONTINUING EDUCATION REQUIREMENTS

To maintain employment, Cadets must be enrolled in an accredited college or university and carrying a minimum of 6 semester units or 9 quarter units per session. A cumulative grade point average (G.P.A.) of at least 2.0 overall must be maintained. Any course work completed with a G.P.A. lower than a 2.0 will not be credited towards the required unit criteria.

Police Cadets shall be responsible for providing a copy of school transcripts or official grade reports to the Professional Standards Bureau within thirty (30) days of the close of each school session. Cadets shall provide proof of registration for the ensuing semester to the Cadet Coordinator upon the Cadets registration date.

An academic review by the Cadet Coordinator may require a Cadet to attend summer session in lieu of termination for a substandard G.P.A.

Meeting the Continuing Educational Requirements is a job requirement for the position of Police Cadet. Failing to satisfactorily meet this requirement may be grounds for disciplinary action and/or termination.

PROGRAM OVERSIGHT

The Professional Standards Bureau is responsible for the administrative oversight of the Police Cadet Program. This shall include the recruitment, testing, selection, hiring and training.

A Cadet Coordinator shall be designated within the Professional Standards Bureau as having specific responsibility for the operation of the program. The assignment of Cadet Personnel and the monitoring of their educational requirement shall be the responsibility of the Cadet Coordinator.

DIRECT SUPERVISION

The responsibility for the direct functional supervision of each Cadet in their on-duty capacity shall be determined by virtue of the Cadet's current job assignment.

The Direct Functional Supervisor of the Cadet's assigned division shall be responsible for the supervision, scheduling, and evaluation of Cadet Personnel assigned to that division. The Cadet

will adhere to the chain of command in the unit, bureau, and division to which the Cadet is assigned. The applicable chain of command shall be explained to the Cadet by the direct functional supervisor.

Regardless of assignment, Police Cadet Personnel shall fall under the provisions of the Cadet Manual.

ASSIGNMENTS

Training shall be a primary objective of the Police Cadet program, to the extent that Cadet Personnel will be functioning in an "in service" training capacity at all times. Their job assignments will assist them in becoming knowledgeable in the various functions of the Department's day to day operations. To this end, Police Cadets will be assigned in one or more Divisions of the Police Department to perform non-hazardous support functions.

Cadet assignments shall be coordinated and administered by the Professional Standards Bureau. Assignments will be rotated based on Department needs with the goal that each Cadet will gain a broad base of experience.

PUNCTUALITY

Police Cadet Personnel shall be punctual in reporting for duty at the time and place designated by their superior officers. Repeated failure to report promptly at the time directed shall be deemed as neglect of duty.

HOURS

Police Cadets will generally be assigned 1250 work hours in a fiscal year. Cadets generally work twenty (20) hours per week during periods when school is in session.

Police Cadets are not required to enroll in college courses other than during regularly scheduled fall and spring semesters or fall, winter, spring quarters. During the summer months, Cadets are eligible to work a maximum of thirty (30) hours during a work week as determined by the needs of the Department and current budget restrictions. Scheduling decisions of this nature shall take into account any summer classes attended and any outside employment.

SCHEDULING

A work schedule or calendar of their availability should be provided to the PSB Cadet Coordinator/ Assignment Supervisor, no later than one week prior to the following month they will be working. The responsibility for the scheduling of Cadet Personnel shall rest with the direct functional supervisor of the Cadet's job assignment. It shall be recognized by each Cadet and all members of the Department that the Cadet's educational <u>needs take priority</u> when

considering scheduling hours. Cadets have a flexible work schedule that allows for adjustments in their hours.

OVERTIME

Any hours worked in excess of forty hours in a work week shall be deemed as overtime. Overtime for Cadets is not approved under normal circumstances.

ILLNESS

Police Cadet personnel who, because of illness or injury, are unable to report for duty, shall contact their direct supervisor in their current job assignment as well as the Cadet Coordinator and inform them of the injury or illness prior to the time the assigned shift is to begin. At a minimum, Cadets shall make such notifications no less than one hour before the start of their scheduled shift. If a Cadet is unable to contact the supervisor in the case of an emergency, every effort should be made to have a representative contact the supervisor. If a Cadet is unable to contact their immediate supervisor or the Cadet coordinator, then the Watch Sergeant should be notified. When the necessity for leave is foreseeable, the employee shall, whenever possible, provide the Department with as much advance notice as possible.

Such notification will continue during successive days that the Cadet in unable to report for duty.

On the date that the Cadet returns to duty, the Cadet shall notify their direct supervisor and the Cadet Coordinator of this fact prior to the beginning of their assigned shift.

Employees absent from duty due to personal illness or injury in excess of five full working days will be required to contact Employee Health Services and obtain a Return to Work/Work Status Report form prior to returning to work. Nothing in this section precludes a supervisor with cause from requiring a physician's statement if fewer sick days or hours are taken.

SICK LEAVE

Cadets are eligible for Sick Leave 90 days after their date of hire. The maximum hours of Sick Leave per year are 24.

ON-DUTY INJURY

Police Cadets who are injured during the course of their official duties shall report the injury to their respective supervisor immediately. The report of an on-duty injury shall be taken per City policy. The Cadet Coordinator shall also be notified of the injury as soon as possible.

VACATION

Due to the part-time nature of the position, paid vacation time is not accrued by Police Cadet Personnel. Recognizing the need to take time off from work, the Cadet may take up to three weeks unpaid leave of absence to facilitate personal or vacation needs at the approval of your direct functional supervisor. It is mandatory to notify the Cadet Coordinator of the vacation/leave of absence.

LUNCH BREAK

Depending on the bureau or detail of assignment, Police Cadet Personnel are allowed either one hour or one half hour for lunch. The period is determined by the direct functional supervisor of the Cadet's assignment. No compensation is granted for the meal break.

COFFEE BREAK

Police Cadet Personnel are permitted one fifteen minute break during the first four hours of work and one fifteen minute break during the second four hours of work.

BEHAVIOR DURING BREAK

In taking their assigned breaks, Police Cadet Personnel must be mindful that they are still visible representatives of the Department; they shall not loiter about the Front Desk, Operations, or in public view. Cadets shall avoid congregating in hallways or in offices in which they do not have legitimate business. Cadets may take their breaks in any designated lunch areas or coffee bar within the Department.

PHYSICAL FITNESS

Physical fitness will be a key assessment in deciding if a Cadet is prepared to advance to the Police Officer position. Cadets are expected to gain and maintain their physical ability to pass the Physical Agility Test and the Pre-Academy physical assessment. Cadets will be given the opportunity to use the resources at the Police Department to meet these physical standards. These resources include, but are not limited to, the Department gym and training with Police Officer Recruits in Pre-Academy training. Access to the Department gym can be obtained through the Glendale Police Officer's Association (G.P.O.A.) and information can be obtained upon request. Physical training with Police Officer Recruits shall be approved through the training staff supervising the training and with the Cadets direct functional supervisor if the physical training interferes with scheduled work hours.

TRAINING MATERIALS

There are specific training material that can be provided to a Cadet for the sole purpose of preparation for the Police Academy and becoming a Police Officer. Training material shall be obtained through the Cadet Coordinator. Those materials include, but are not limited to Glendale Police Department Radio Codes, CA Vehicle codes, and spelling words.

PAYROLL

Cadets are responsible for entering their work hours daily into Telestaff. It is up to the Cadets assigned bureau or detail supervisor to approve the hours entered into Telestaff by the end of the day. Paydays are bi-monthly occurring on Thursday.

RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Accurate payroll records are necessary for the payment of wages.

All personnel shall be required to personally document their work status each day that they work in Telestaff. Supervisors or co-workers may not sign in or complete computer entries for others unless there is an extenuating circumstance or leave time has been requested. The ultimate responsibility for the proper use of leave available to Department personnel lies with the individual employee and those supervising the employee. Employees must ensure they have accurate leave available prior to requesting the time off.

BREAK IN SHIFT REPORTING

When a break in shift occurs, due to illness, injury, jury duty, etc., Telestaff entries shall be adjusted to reflect the breakdown of hours. Telestaff must accurately reflect the actual number of on duty hours and the number of hours the employee was on leave. In case an employee's days off are changed due to training or jury duty, the change shall be indicated in the Telestaff.

UNIFORM AND PERSONAL APPEARANCE STANDARDS

CADET UNIFORM

The Police Cadet uniform shall consist of the following:

BELT

The trouser belt shall be 1 ¾ inches wide; black leather basket weave finish. The belt buckle shall have a chrome metal finish.

KEY HOLDER (Optional)

An authorized key holder may be worn on the uniform belt. The key holder shall be black basket weave leather in construction and be of a style approved by the department.

SHIRT

Uniform shirts shall be Grey short sleeve polo shirt (Propper). Glendale Police will be embroidered at the bottom of each sleeve, last name will be embroidered on the right upper chest, and CADET silk screened on the upper back (see Uniform Regulation Manual). A plain black T-shirt shall be worn under uniform shirts at all times.

SHOES

Shoes shall have center laces, smooth finish, and soft black in color. They may either be high or low cut, with a plain tipped toe.

SOCKS

Socks shall be solid black without fancy or distractive patterns or designs.

PANTS

Uniform pants shall be black Dickie brand straight leg pants without cuffs.

PEPPER SPRAY/ HOLSTER

Cadets that have completed the required training are authorized to carry a 3oz can of pepper spray on duty. It shall be kept in a black leather basket weave holder attached to the belt.

JACKET

The jacket shall be a Department approved jacket, black in color.

CLOTH BADGE

The Police Cadet uniform shirt shall have the Department Cadet badge patch sewn over the left chest area in the prescribed manner.

RESTRICTED ITEMS

Cadets shall not carry or possess the following items on duty; firearms, batons, sap, ammunition, handcuffs, or any weapon they have not received training to use on duty. Folding pocket knives are acceptable for Cadets to possess on duty as long as they are legal to possess and carry.

WEARING OF UNIFORMS

Cadets shall possess a serviceable uniform and all necessary equipment to perform uniformed field duty at all times. The uniform shall be complete and without unauthorized alterations. Uniforms shall be properly tailored.

The wearing of partial uniforms while on duty is forbidden. Civilian clothing shall not be worn with any distinguishing part of the Cadet uniform when in public view.

Cadet personnel shall wear their full uniform during their tour of duty unless specifically directed otherwise by the Cadet's functional supervisor or the Cadet Coordinator.

Display of Police ID or uniforms off duty could be a safety issue. Care should be made to ensure that all police identification and/or uniforms are covered while off duty.

UNIFORM ISSUANCE

Upon hiring, two uniforms will be purchased by the Department for each cadet. This will include ~~a~~ (two) shirts and (two) pants. All leather gear, shoes and a jacket will be provided.

MAINTENANCE OF UNIFORMS

All uniforms and equipment shall be maintained in a clean and serviceable condition and shall be ready for immediate use at all times. Damaged, worn, or soiled uniforms shall be immediately repaired or replaced. Contact the Cadet Coordinator for replacement.

The Department will repair or replace cadet uniforms when needed due to damage and/or unsightly wear and tear. This will not include damaged uniforms due to negligence.

Uniform articles misplaced or damaged through negligence shall be replaced by the Cadet at their own expense.

DEPARTMENT ISSUED EQUIPTMENT

All Department issued equipment shall remain the property of the Glendale Police Department. During the time that the equipment is issued to the Cadet, the Cadet is personally responsible for that equipment or identification. Upon separation from the program, all equipment and identification must be returned to the Department before any final paycheck is issued.

EMPLOYEE STANDARDS

PERSONAL APPEARANCE STANDARDS

The daily close contact of the police employee with the public requires that the individual maintain the highest standards of personal grooming and command presence to project a professional image. So as to encourage the best possible appearance within reasonable bounds of uniformity, the following minimum standards are established for all personnel. These standards can be found in the Glendale Police Manual located in Lexipol.

EMPLOYEE STANDARDS

Police Cadets are representatives of the Glendale Police Department. As such, they shall maintain a professional attitude and demeanor commensurate with the responsibilities of their position.

Police Cadets shall avoid behavior which would tend to bring criticism upon the Police Departments. On or off duty, Police Cadets conduct shall merit the respect and confidence of the community, the department, and the law enforcement profession.

ADDRESSING RANKING OFFICERS

When in the presence of persons from outside of the department or as deemed appropriate given the circumstances and setting, Police Cadet Personnel shall address ranking employees by their proper title. See attachments for rank insignia.

ATTENTION TO DUTY

Police Cadet Personnel shall devote their time and attention to the service of the department during duty hours.

CONFIDENTIAL INFORMATION

Police Cadet Personnel shall treat all official business of the Glendale Police Department as confidential. They shall not discuss or repeat confidential information to anyone, except those for whom it is intended, or as directed by superior officers, or under due process of law.

Police Cadet Personnel shall not make known to any person the contents of any directive which they have received unless so required by the nature of the order.

UNTRUTHFULLNESS

Police Cadet Personnel shall not knowingly make any false or misleading statement when questioned, interviewed, or in submitting reports.

EFFICIENCY

In carrying out the functions of the Department, Police Cadet personnel shall direct and coordinate all of their efforts in such a manner as to establish and maintain the highest standards of efficiency and harmony.

MISAPPROPRIATION OF PROPERTY

Police Cadet Personnel shall not appropriate to their own use any city property, evidence or lost, found, stolen, recovered property.

OFF DUTY CONTACT WITH LAW ENFORCEMENT

Any off duty contact with another law enforcement agency which was the result of the Cadet's actions or behavior shall be reported to the Cadet Coordinator and Direct Supervisor immediately after the incident.

OUTSIDE EMPLOYMENT

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of the Glendale Police Department policy manual in Lexipol.

The priority with reference to outside employment by Cadet Personnel shall be:

- School
- Employment as a Police Cadet
- Outside employment

POLICE IDENTIFICATIONS

Police Cadet Personnel are issued an official department identification card. Misuse of police identification by cadet personnel will cause the immediate confiscation of the ID and may result in disciplinary action. The identification card shall be displayed or used to identify the holder as a police cadet only and shall be done in an authorized and official capacity.

The police cadet job, title, and identification card shall not be used in any attempt to receive preferential treatment or gratuity.

Any lost, stolen, or misplaced identification card shall be immediately reported to the Cadet Coordinator.

Cadets shall not display any department badge or represent themselves, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer. Display of Police ID or uniforms off duty could be a safety issue. Care should be made to ensure that all police identification and/or uniforms are covered while off duty.

RADIO USE

Police Cadet Personnel shall not make use of the police radio unless necessary in the course of their duties.

SUBORDINATE OBEDIENCE

Police Cadet Personnel shall strictly obey and properly execute any lawful order emanating from any ranking employee.

THREATENING OR INSULTING LANGUAGE

Police Cadet Personnel shall be respectful, courteous, and civil with the public and each other and shall not use coarse, profane, insolate language, or behave in an insubordinate manner towards any member of the department.

TOBACCO USE

The Glendale Police Department recognizes that tobacco use is a health risk and can be offensive to other employees and to the public. With the exception of the Glendale Police Department designated smoking area, it is the policy of the Glendale Police Department to prohibit the use of tobacco by uniformed employees while in public view or at any time an employee is acting in an official capacity for the Department. More information regarding this policy can be found in the Glendale Police Department manual in Lexipol.

INFORMATION TECHNOLOGY USE

It is the policy of the Glendale Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with the Glendale Police Department Manual found in Lexipol. Please refer to this policy as well as the use of Department email resources.

VEHICLE OPERATION

USE OF OFFICIAL VEHICLES

When given an assignment which requires the use of a City vehicle, Police Cadet personnel shall utilize an unmarked or city pool vehicle whenever possible. If a black and white unit is the only vehicle available, Police Cadet Personnel shall use the "Out of Service" signs available through the garage. These signs are to be placed in a manner visible to the public.

Police Cadet Personnel shall utilize the appropriate vehicle check out procedures deemed necessary by the bureaus whose vehicle is being used.

In the event that a Police Cadet is involved in collision in a city owned vehicle, the Cadet shall contact their immediate supervisor.

OPERATION OF MOTOR VEHICLES

When operating a motor vehicle, whether private or City owned, Police Cadet Personnel shall not purposely violate any traffic laws. City vehicles will be operated prudently and not abused. Cadet personnel shall set a good example for other persons in the safe operations of their vehicles.

Police Cadet Personnel shall not attach any equipment; device, insignia, or sign to his or her private vehicle that is prohibited by law or that may identify the vehicle as a police vehicle.

USE OF EMERGENCY EQUIPMENT

Police Cadet Personnel are prohibited from operating "emergency vehicles" through the use of red lights and/or siren. They shall not attempt to jump start any other vehicle. They shall not push any vehicle with a police unit unless such action is necessitated by an emergency situation.

Police Cadet Personnel may use the amber warning lights of a police unit only under hazardous conditions when the police unit is parked (such as waiting for assistance at a collision scene). Cadet personnel are prohibited from using the siren. Cadets shall wear seat belts at all times when operation City vehicles.

PASSENGERS IN CITY VEHICLES

Police Cadet Personnel operating a City vehicle shall not allow persons other than authorized employees of the department to ride as passengers. The exception to this would be when such persons are required to be conveyed in the performance of the Cadet's duties or when authorized by a supervisor.

EMERGENCY PROCEDURES

LEGAL AUTHORITY

A Police Cadet has no more legal authority than does any private citizen with respect to the laws of arrest in the State of California.

RESPONSIBILITY OF THE CADET

It is the responsibility of Police Cadet Personnel to remain as uninvolved as possible during an emergency situation. Cadets are not trained or equipped to address life threatening emergencies normally handled by police officers. Therefore, the role of the Cadet is to observe and summon aid if such assistance is necessary.

RESPONSIBILITY OF THE SUPERVISOR

It is the responsibility of the direct functional supervisor to ensure that Police Cadet Personnel are assigned in such a manner as to minimize their exposure to potentially dangerous situations.

EMERGENCY PROCEDURES

Despite the efforts of the Cadet and their supervisors, the potential for police cadet personnel to encounter an emergency situation or hazardous situation in the field exists. Should any Police Cadet observe a situation in which a hazard or emergency exists, or should any Cadet be informed by a citizen that an emergency exists and is in need of police attention, that Cadet shall make the most expeditious means of communication available to summon aid. This may include the police radio. However, other means may be just as available such as 9-1-1 telephone access.

Should the Cadet elect to use the police radio, they should give all available information to the dispatcher. All instructions given to the Cadet by dispatch shall be followed.

RESPONSE TO CALLS FOR SERVICE

Police Cadet Personnel are prohibited from responding to police calls for service unless specifically directed by a field supervisor or the Watch Sergeant.

RIDE ALONG PROCEDURES

The purpose of the cadet ride along is to expose the cadet to field patrol situations. This serves as a training resource to the cadet and improves their technical skills and abilities to perform their assigned duties; it also serves to familiarize the Cadet with the realities of police work as they prepare for making future career decisions.

During ride-alongs, Cadets shall adhere to all rules and regulations. The Cadet uniform or proper business attire shall be worn during ride-alongs.

Cadets should participate in one ride along per month. Exceptions can be made on a case by case basis.

Cadets will be allowed to go on a ride along, while on duty, one time per calendar month. No more than six hours of the ride along will be paid, any time spent over the six hours will be considered on Cadets own time.

To arrange for a ride along, the Cadet will contact the Cadet Coordinator to request the date, time, and desired duration for the ride along. The request for a ride along should be made no later than one week prior to the date of the requested ride along. A ride along should be done with a Field Training officer or equivalent when available.

On the date of the approved ride along, the Cadet shall report to the Watch Sergeant who will assign the Cadet to an officer. During the ride along, the Cadet shall:

- Remain under the command of the assigned officer until completion of the assigned ride along.
- Remain as an observer at all times.
- Not operate the radio, the vehicle, or any other police equipment unless authorized to do so or unless circumstances warrant their immediate use.
- Not engage in idle conversation with citizens, limiting their comments to those made necessary through direct inquiry or as directed by the assigned officer.
- Stay at a safe distance and remain as uninvolved as possible until instructed by the assigned officer during situations which are or have the potential of being hazardous in nature.
- Wear a bullet proof vest provided by the Department

DISCIPLINE

Disciplinary action is imposed for the following reasons:

- To bring about change in the attitude and action of the individual employee whose work, performance, or behavior has not been in conformance with department or cadet program policies, general orders, rules, regulations, or good judgement.
- To discourage others or potential offenders from similar acts.

If found to be guilty of actions warranting disciplinary action, Cadet Personnel may be subjected to:

- Documented Verbal Counseling
- Written Reprimand, with a copy placed in the Cadet's personnel file
- Suspension from duty without pay
- Termination

CADET ASSIGNMENT OVERVIEW

This section covers some of the general Cadet duties for a given assignment. Duties can change per assignment and Cadets may be given an assignment not listed.

1. PSB - answers phones, filing, shredding, stock supplies, mail.
2. Records - filing, mail, deposits, ARS entries, front window, scanning, answer phones.
3. ISD - 290 registration, juvenile petition drop off, stock ISD supplies, AB109 entries, scanning, serve subpoenas, deliver court discoveries to various courts
4. FSD - Vehicle inventory, gas masks FIT tests, report writing, parking enforcement, parking citations, assist with training.
5. Property - answer phones, shredding, stock the processing room, schedule property pick up appointments, store and/or file property, pull property, verify property, release property, destroy property, take out destroyed evidence, check in property, check out property, take bikes and/or hazmat outside, verify that property is properly signed in or out, accompany detectives and visitors who need access to evidence, verify infraction marijuana.
6. Traffic - traffic enforcement, parking citations, CHP 180, front window
7. Court Liaison - assists with filing worksheets.
8. Custody Division - assist with data entry, meal preparation, stocking supplies.

Some assignments will have folders that will assist you in your duties. It is in your best interest to consult these folders before asking for assistance or guidance. Many of the assignments require Cadets to figure out the best way to complete a task without specific instructions. This will help develop critical thinking and problem solving skills needed for the Police Officer position.

ATTACHMENTS

Glendale Police Department Rank Structure and Identifiers:

Chief of Police

Deputy / Assistant Chief

Captain

Lieutenant

Sergeant

Detective/Agent

GCEA_MOU Grievance_.pdf

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ARTICLE EIGHT

GRIEVANCE PROCEDURE

I. CITY'S GRIEVANCE PROCEDURE - REPRINTING

Unit employees who need to resolve a dispute relating to work related matters may utilize the City's grievance procedure, provided that the subject matter of that grievance falls within the definition of a grievance, provided in the following section. The City's Grievance Procedure is reprinted from the City's Employer-Employee Relations Ordinance here solely for the convenience of unit employees and management.

II. GRIEVANCES

A. Definition

A grievance is any dispute concerning the interpretation or application of this Memorandum of Understanding or of rules or regulations governing personnel practices or working conditions.

B. Grievance - Informal - Verbal

When an employee feels he/she has been unfairly treated or does not agree with his/her supervisor on policy interpretation, he/she may initiate formal action to secure review of the grievance by top management. Such action should be used, however, only after informal appeal through discussion with the immediate supervisor has not been successful. It is the spirit and intent of this procedure that all grievances be settled quickly and fairly, without any subsequent discrimination against employees who may seek to adjust a grievance, real or imagined.

C. Grievance - Formal - Written

If the informal answer given by the employee's supervisor is not satisfactory, the employee may appeal his/her grievance in the following manner:

1. **Step I - Supervisor**

   Within fourteen (14) calendar days following the occurrence of the alleged grievance, the employee will present his/her views to his/her supervisor on a grievance form, in duplicate, obtainable from Human Resources. The supervisor will, within seven (7) calendar days, enter his/her decision and the reasons for it and return it to the employee. If the employee is not satisfied with the answer given, he/she may appeal as follows:

2. **Step II - Department Head**

   Within seven (7) calendar days of receipt of the supervisor's answer, the employee

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ARTICLE SEVEN

DISCIPLINE AND GRIEVANCE PROCEDURE (ALL MANAGERS)

I. DISCIPLINARY ACTIONS

The following is a non-exhaustive list of disciplinary actions available to supervisors, under provisions of the City Charter, Glendale Municipal Code, and Civil Service Rules and Regulations:

A. Removal

B. Suspension without pay

C. Reduction in classification (Demotion)

D. Reduction in pay

II. POINTS OF AUTHORITY

A. Any of the above disciplinary actions must be taken in strict conformance with Article XXIV, Section 9 of the Charter, Rule X of Civil Service Rules and Regulations, and "Due Process Procedures" of the City of Glendale. Any Department, Division or Section contemplating these types of disciplinary actions must consult both Human Resources and Legal before proceeding with any formal action.

B. Classified permanent employees subject to the above disciplinary actions are entitled to the protections guaranteed under *Skelly v. State Personnel Board,* which includes:

1. Written notification of the charges, grounds and effective date of the proposed discipline;

2. The right to review and access to all material supporting the proposed action;

3. The right to respond to the charges and have the matter reviewed by a higher authority who was not involved with the initial proposed action, and who has the authority to recommend whether the proposed action should be taken.

4. The employee may seek this review from the Department Head and/or the designated Administrative Hearing Officer, who shall be the City Manager, Assistant City Manager, Deputy City Manager, Assistant to City Manager or any individual so designated by the City Manager.

III. CITY'S GRIEVANCE PROCEDURE - REPRINTING

Unit employees who need to resolve a dispute relating to work related matters may utilize the City's grievance procedure, provided that the subject matter of that grievance falls within the definition of a grievance, provided in the following section. The City's Grievance Procedure is

reprinted from the City's Employer-Employee Relations Ordinance here solely for the convenience of employees and management.

IV. GRIEVANCES

A. Definition

A grievance is any dispute concerning the interpretation or application of this Memorandum of Understanding or of rules or regulations governing personnel practices or working conditions.

B. Grievance - Informal - Verbal

When an employee feels he/she has been unfairly treated or does not agree with his/her supervisor on policy interpretation, he/she may initiate formal action to secure review of the grievance by top management. Such action should be used, however, only after informal appeal through discussion with the immediate supervisor has not been successful. It is the spirit and intent of this procedure that all grievances be settled quickly and fairly, without any subsequent discrimination against employees who may seek to adjust a grievance, real or imagined.

C. Grievance - Formal - Written

If the informal answer given by the employee's supervisor is not satisfactory, the employee may appeal his/her grievance in the following manner:

1. **Step I - Supervisor**

   Within fourteen (14) calendar days following the occurrence of the alleged grievance, the employee will present his/her views to his/her supervisor on a grievance form, in duplicate, obtainable from Human Resources. The supervisor will, within seven (7) calendar days, enter his/her decision and the reasons for it and return it to the employee. If the employee is not satisfied with the answer given, he/she may appeal as follows:

2. **Step II - Department Head**

   Within seven (7) calendar days of receipt of the supervisor's answer, the employee will forward the grievance to his/her department head. The department head will, within seven (7) calendar days, enter his/her decision, the reasons for it and return it to the grievant. If the employee is not satisfied with the decision, he/she may appeal as follows:

3. **Step III - City Manager**

   Within seven (7) calendar days of receipt of the department head's answer, the employee will forward the grievance to the City Manager. The City Manager will, within seven (7) calendar days, enter his/her decision, the reasons for it and return

it to the employee. The decision of the City Manager is final and binding on all parties.

D. General

1. **Time Limits**

If the time limit at any step should elapse, the decision rendered at the previous step will be understood to have been accepted. For example, if an employee does not forward a Step I decision to Step II within seven (7) calendar days, it is understood that he/she has accepted the Step I decision and the matter is closed. Time limits may be extended by mutual consent.

2. **Grievance Settled - Form Distribution**

When a grievance is settled, the employee will keep the duplicate of the form and the original will be placed in the grievance file in the Human Resources Department.

3. **Representation**

An employee utilizing this procedure may be represented or assisted by, not to exceed three, authorized representatives in the preparation, presentation and hearing of a grievance. The supervisor, department head and City Manager may also be accompanied by other persons in conferences or hearings. Witnesses may be called and questioned by both parties.

4. **Time of Hearings**

All grievances will be heard during working hours if practicable. Aggrieved employees, their representatives, and all witnesses will be given reasonable time off without loss of pay, vacation or other time credits for the purpose of presenting grievances.

5. **Grievances- Non-Appealable to Civil Service Commission**

The grievance procedure is not intended as a means of appealing actions under the jurisdiction of the Civil Service Commission.

ARTICLE EIGHT

GENERAL PROVISIONS (ALL MANAGERS)

I. WAIVER PROVISION ON BARGAINING DURING TERM AGREEMENT

Except as specifically provided for in this Agreement or by mutual agreement in writing during the terms of this Agreement, the Association hereby agrees not to seek to negotiate or bargain with respect to any matters pertaining to rates, wages, hours, and terms and conditions of employment covered by this Memorandum of Understanding.

II. EMERGENCY WAIVER PROVISIONS

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances as determined by management, the provisions of this Memorandum of Understanding which restrict the City's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet with the City regarding the impact on employees of the suspension of these provisions in this Memorandum of Understanding.

III. SEVERABILITY PROVISION

A. MOU Remains in Full Force and Effect

Should any article, section, subsection, subdivision, sentence, clause, phrase or provision of this Memorandum of Understanding be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

B. Successor Provision

In the event any provision shall have been found to be inoperative, void or invalid as aforementioned, the City and the Association shall, upon the request of either party, meet and confer in an effort to agree upon a successor provision.

IV. GLENDALE GENERAL FUND TRANSFER CASE – DECLARATION OF AGREEMENT NULL AND VOID

A. Police Sworn Managers

In the event that a stay of trial court's decision in the consolidated matters of Saavedra et al v. City of Glendale and Glendale Coalition for Better Government v. City of Glendale is denied by the trial court and Court of Appeal (through a writ of mandate and/or supersedeas) and the City is prohibited from making the General Fund transfer from the electric fund during the pendency of appeals in said litigation matters, then this agreement between the City and Police Sworn Managers shall become null and void and

Reserve Forces Manual rev2019.pdf

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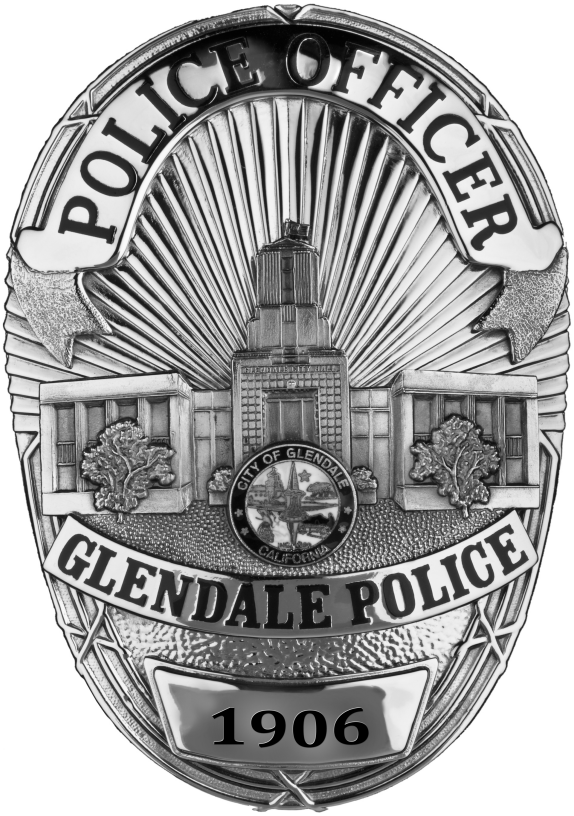


GLENDALE POLICE DEPARTMENT

RESERVE FORCES OPERATION MANUAL

Revised - August 2019

Revised 08/15/19

TABLE OF CONTENTS

GENERAL PROVISIONS	**000.00**
Title	000.10
Purpose/ Scope	000.20
Applicability	000.30
Exception	000.40
Definitions	000.50
ORGANIZATION	**100.00**
Authority	100.10
Rank Structure	100.20
General Organization	100.25
Organization for Command	100.30
Chain of Command	100.35
Command Element	100.40
Management Staff	100.50
Supervisory Staff	100.60
Authorized Reserve Command Strength	100.70
RESPONSIBILITIES	**200.00**
Command Responsibilities	200.10
Management Responsibilities	200.20
Supervisory Responsibilities	200.30
Police Chief	200.40
Police Captain Field Services Division	200.50
Police Lieutenant Field Services Division	200.60
Reserve Officer Program Coordinator	200.70
Reserve Police Captain	200.75
Reserve Police Lieutenant	200.80
Reserve Police Sergeant	200.85
Reserve Police Agent	200.86
Reserve Officer	200.87
Reserve Police Recruit	200.88
Police Chaplain	200.90
Officer In Charge	201.00
STANDARDS	**300.00**
General	300.10
Selection	300.20
Training	300.30
Retention	300.40

Certification 300.50
Police Chaplain 300.60
Reserve Recruit 300.65
Level 3 Reserve Officer 300.70
Level 2 Reserve Officer 300.75
Level 1 Reserve Officer 300.80
Level lA Reserve Officer 300.85
Level lA Reserve Officer Status 300.90
Personnel Lists 300.95
Authorization to Carry a Concealed Weapon 300.97
Reserve Police Captain 301.00
Reserve Police Lieutenant 301.10
Reserve Police Sergeant 301.20
Reserve Police Agent 301.25
Exceptions 301.30

CAREER DEVELOPMENT **400.00**

Recruit Selection 400.10
Reserve Officer Appointment 400.20
Peace Officer Powers 400.25
Termination During Training 400.31
Evaluations 400.40
Period of Evaluation 400.41
Annual Evaluations 400.42
Performance Audits 400.45
Promotion 400.46
Selection Process for Promotion 400.47
Promotional Opportunities 400.48
Discipline 400.50
Reprimands 400.55
Suspension and Termination 400.56
Removal 400.60
Investigations and Complaints 400.65
Retirement 400.70
Resignation 400.75
Leave of Absence 400.80
Failure to Return 400.85
Surrender of Property 400.86

ASSIGNMENT **450.00**

Expectations 450.01
Attendance 450.02

Mandatory Details 450.10
Reserve Officer Meetings 450.15
Emergency Activation 450.20
Notification for Emergency Response 450.21
Time Summary 450.25

Minimum Hours 450.30
Scheduling 450.31
Non-Scheduled Details 450.32
Maximum Tour of Duty 450.33
Rest Period 450.35
Change of Assignment 450.40
Assignment/Minimum Hours 450.41
Special Details/ Assignments 450.45
Academy Assignment 450.50
Reserve Rank Structure vs Assignment 450.60
Falsification to Avoid Assignment 450.70

ADMINISTRATION **500.00**

Compensation 500.10
Limitations 500.20
Uniforms 500.30
Insignia of Rank - When Worn 500.35
Insignia of Rank - Captain and Lieutenant 500.36
Insignia of Rank - Sergeant 500.37
Insignia of Rank - Agent 500.38
Service Stripe 500.39
Equipment 500.40
Annual Report 500.50
Change of Address 500.80
Notification of Contact 500.90
Policies and Changes 500.99

000.00 GENERAL PROVISIONS

000.10 TITLE

This document shall be known as the "Reserve Police Officer Program Manual."

000.20 PURPOSE/ SCOPE

The Glendale Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels.

This manual defines the Reserve Police Officer Program and establishes the general operating policy for the Reserve Officer Program. Detailed written supplements for their effective administration shall be prepared and updated as required.

000.30 APPLICABILITY

The provisions of this manual are applicable to all members of the Glendale Police Department Reserve Police Officer Program and to those personnel who supervise, administer, or utilize the program.

000.40 EXCEPTION

Other than when specifically stated herein, all policies enumerated in the existing Glendale Police Department Manual, General Orders and Divisional Directives, apply to the reserve police officer program.

000.50 DEFINITIONS

RESERVE POLICE OFFICER PROGRAM:

The Reserve Police Officer Program is that process of selection, appointment, training, utilization, retention and termination of reserve police officers for the City of Glendale.

WORKING ALONE:

A reserve police officer that acts and functions independently without the need for immediate supervision.

ON DUTY:

That period of time from which a reserve police officer leaves his/her residence or place of business and proceeds directly to an assigned tour of duty with the Glendale Police Department, until he/she completes said assignment and returns directly to his/her residence or place of business.

IMMEDIATE SUPERVISOR:

Reserve police officers working under the direction and control of a regularly salaried supervisor or officer who has completed a Basic POST academy, when performing general law enforcement duties.

SPECIFIC DUTIES:

Those functions associated with law enforcement exclusive of patrol, traffic enforcement and investigations, which may result in an arrest. Those areas excluded shall be deemed general duties.

RESERVE POLICE OFFICER:

A duly appointed and sworn member of the reserve police officer program in accordance with applicable penal and administrative codes of the State of California and policies of the Glendale Police Department.

RESERVE OFFICER LEVELS:

The title given a reserve police officer in accordance with the penal and administrative codes of this state predicated on the individual's capabilities, training and experience, defining the officer's powers.

LEVEL 1A RESERVE:

The Glendale Police Department includes a department specific Level 1-A status for Reserve level-1 Reserve Police Officers. This merit rating is department specific and awarded, on an individual basis, to Reserve Officers that have demonstrated proficiency working as a solo officer. Determination of rating will be made via the Chain of Command.

LEVEL 1 RESERVE:

A level 1 reserve officer is a trained and capable officer as described in applicable sections of the California Penal Code and those requirements set forth by POST for recognition as a level 1 reserve officer. A level 1 reserve officer may be assigned to work alone when conditions call for such action (i.e. emergency deployment) at the direction of any full time supervisor. Level 1 reserve officers may be assigned to work with another level 1 reserve officer or with a full time officer.

A level 2 reserve officer may apply for appointment to the Level 1 academy by submitting an application to the Program Coordinator. Management Staff will then determine if the officer may advance to the Level 1 Academy.

LEVEL 2 RESERVE:

A level 2 reserve officer is a trained and capable officer as described in applicable sections of the California Penal Code and those requirements set forth by POST for recognition as a level 2 reserve officer. A Level-2 Reserve Officer shall be assigned to work patrol with a full-time officer that possesses a Basic POST Certificate. A Level-2 Reserve Police Officer is required by the Glendale Police Department to complete the same Reserve Field Training program as a Level-1 Reserve Police Officer. A Level-2 Reserve Police Officer is not required to complete their Field Officer Training Program with a certified Field Training Officer.

A level 2 reserve officer may work assignments, other than general law enforcement, if supervised by a regular officer who is in the general area and can respond if needed.

LEVEL 3 RESERVE:

A level 3 reserve officer is a trained and capable officer as described in applicable sections of the California Penal Code and those requirements set forth by POST for recognition as a level 3 reserve officer. A Level 3 Reserve Officer is not permitted to work Patrol or any assignment requiring general law enforcement.

A level 3 reserve officer must successfully complete the same application and testing requirements of a level 2 or level 1 reserve officer which are necessary for the inclusion into a

POST approved academy. They must also successfully complete a level 3 POST approved academy.

Level 3 Reserve Officers are brought onto the Department to fulfill a need of the organization. These are considered “technical” Reserves whose outside specialty fills a need of the organization. Appointment to the Level 3 status is at the discretion of the Chief of Police.

POLICE CHAPLAIN:

A Police Chaplain is to assist the police department through spiritual and practical counseling in dealing with family crisis situations, such as death notifications, serious injury, lost or runaway children and marital disputes. The chaplains are also available to members of the department and their families.

100.00 ORGANIZATION

100.10 AUTHORITY

Authority to establish and maintain a Reserve Police Officer Program is granted to the Chief of Police for the City of Glendale by City Council resolution number 16,126 in the year 1968.

100.20 RANK STRUCTURE

The sworn rank structure of the Glendale Police Department is as follows:

Police Chief
Police Captain
Police Lieutenant
Police Sergeant
Police Agent
Police Officer
Reserve Police Officer

100.25 GENERAL ORGANIZATION

The reserve officer program is a segment of the Glendale Police Department Field Services Division, Reserve Forces Unit.

100.30 ORGANIZATION FOR COMMAND

A formal chain of command is hereby established, which permits delegation of authority and placement of responsibility within the reserve officer program, as an aid to insuring efficient operations and coordination of effort.

100.35 CHAIN OF COMMAND

Police Chief
Police Captain, Investigative Services Division
Lieutenant, Professional Standards Bureau
Reserve Forces Unit Program Coordinator
Reserve Police Captain
Reserve Police Lieutenant
Reserve Police Sergeant
Reserve Police Agent
Reserve Police Officer
Reserve Police Recruit

100.40 COMMAND ELEMENT

The command element of the reserve program is comprised of:

Police Chief
Police Captain, Field Services Division
Police Lieutenant, Field Services Division

100.50 MANAGEMENT STAFF

The management staff of the reserve program is comprised of:

Reserve Police Captain
Reserve Police Lieutenant
Patrol Administrative Sergeant
Reserve Unit Program Coordinator

100.60 SUPERVISORY STAFF

The supervisory staff of the reserve program consists of the Reserve Police Sergeants.

100.70 AUTHORIZED RESERVE COMMAND STRENGTH

The reserve officer program strength shall be determined as follow:

Reserve Police Captain:	One per every fifty reserve officers or fraction thereof.
Reserve Police Lieutenant:	One for every twenty reserve officers or fraction thereof.
Reserve Police Sergeant:	One for every ten reserve officers or fraction thereof.
Reserve Police Agent:	One for every ten reserve officers or fraction thereof or as needed for training purposes.

200.00 RESPONSIBILITIES

200.10 COMMAND RESPONSIBILITIES

The responsibility of the command element includes providing program leadership, direction, control and evaluation.

200.20 MANAGEMENT RESPONSIBILITIES

The responsibilities of the management staff includes: providing proper program oversight, leadership, and control by insuring correct and prompt interpretation of department policy.

200.30 SUPERVISORY RESPONSIBILITY

The responsibilities of the supervisory staff include proper oversight of personnel, implementation of policy, deployment and communication.

200.40 POLICE CHIEF

The Chief of Police is in overall command of the department and is the final authority on all matters concerning the reserve program.

200.50 POLICE CAPTAIN, INVESTIGATIVE SERVICES DIVISION

The Police Captain of the Field Services Division commands the reserve program and its related bodies.

200.60 POLICE LIEUTENANT, PROFESSIONAL STANDARDS BUREAU

A Lieutenant assigned to Professional Standards Bureau oversees the total operation of the reserve program. His/her responsibilities include:

1. The appointment and supervision of the reserve program coordinator.
2. Administration of the reserve program.
3. Transfer, promotion recommendation and discipline of reserve officers.

200.70 RESERVE OFFICER PROGRAM COORDINATOR

The Reserve Officer Program Coordinator is a regular full time paid peace officer that is appointed to manage the reserve officer program. Their responsibilities shall include:

1. Proper utilization, deployment, and training of reserve officers within the department.

2. Administering the recruitment of qualified reserve personnel, their selection, evaluation, and retention.

3. Reserve officer program personnel internal investigations. The Reserve Officer Program Coordinator may delegate all or part of a personnel internal investigation to the Reserve Police Captain and/or Reserve Police Lieutenant.

4. Primary responsibility for reserve officer recruit background investigations. The Reserve Officer Program Coordinator may delegate all or part of a background investigation to a designated officer.

5. Recommending revisions and supplements to this volume as required.

6. Evaluating qualified reserve officers for the posts of Reserve Police Captain, Reserve Police Lieutenant, Reserve Police Sergeant and Reserve Police Agent.

7. Annual evaluation of the Reserve Police Captain.

200.75 RESERVE POLICE CAPTAIN

A Reserve Police Captain is responsible for assisting the Reserve Officer Program Coordinator in the performance of their duties. A Reserve Police Captain specific responsibilities may include:

1. Reserve officer program training.
2. Reserve officer program scheduling/coordination.
3. Reserve officer program administration.
4. Supervision of reserve officers.
5. Evaluation of reserve officers.

200.80 RESERVE POLICE LIEUTENANT

A Reserve Police Lieutenant is responsible for assisting a Reserve Police Captain in the performance of their duties. A Reserve Police Lieutenant's specific responsibilities may include:

1. Reserve officer program training.
2. Reserve officer program scheduling/coordination.
3. Reserve officer program administration.
4. Supervision of reserve officers.
5. Evaluation of reserve sergeants and/or reserve officers.

200.85 RESERVE POLICE SERGEANT

A Reserve Police Sergeant is responsible for assisting a Reserve Police Lieutenant in the performance of their duties. A Reserve Police Sergeant specific responsibilities may include:

1. Reserve officer program training, to include Post Academy Training.
2. Reserve officer scheduling/coordination.
3. Supervision of reserve officers.
4. Evaluation of reserve officers.
5. Utilization of resources.

200.86 RESERVE POLICE AGENT

A Reserve Police Agent is responsible for assisting a Reserve Police Sergeant in the performance of their duties. A Reserve Police Agent's specific responsibilities may include:

1. Recruit pre and post academy training.
2. Academy recruit assistance.

200.87 RESERVE OFFICER

A reserve officer's responsibilities are dependent upon his classification. Level 1 and IA reserve officer's responsibilities while on-duty are identical to those of a regular peace officer. Level 2 reserve responsibilities while on-duty are also identical to those of a regular peace officer, subject to the constraints imposed by law.

200.88 RESERVE POLICE RECRUIT

A Reserve Recruit is responsible for successfully completing the required academy training for appointment as a level 2 reserve officer.

200.90 POLICE CHAPLAIN

A Police Chaplain shall be available to police officers and their families as requested in times of personal stress or crisis. The Police Chaplain shall also assist members of the community. The Police Chaplain shall not in any way interfere with an officer in the performance of his/her duties. The Police Chaplain shall assist officers in notifying families of Police Officers and citizens receiving notification of a death or serious injury. The Police Chaplain should be encouraged to participate in patrol functions so that he/she may establish a rapport with officers and citizens. This orientation in the field is essential to a new chaplain. Each Police Chaplain must devote at least eight hours to field or counseling activities per month, as a Police Chaplain for this agency, and must attend a 2 hour training meeting each month. Police Chaplains will be issued identification identifying them as a Police Chaplain for this department and will display that identification when representing the agency in their Police Chaplain capacity. All contacts with Police Chaplains made by department employees will remain confidential. Refer to Police Chaplain Obligation Agreement.

201.00 OFFICER IN CHARGE

Any reserve officer originally assigned to or placed in charge of a detail, shall remain assigned to or in charge of that detail with full responsibility, until removed or relieved from duty by a higher ranking reserve officer or any regular officer.

300.00 **STANDARDS**

300.10 GENERAL

The Police Officers Standards and Training Branch (POST) of the State of California has established minimum standards for the selection, training, appointment, retention, and certification of reserve police officers.

300.20 SELECTION

Selection standards for reserve police officers are predicated on the physical, psychological, academic, moral, and cultural demands placed upon the individual reserve officer in the performance of duty. Factors considered are:

1. Successful completion of all phases of pre-hire testing.
2. Successful completion of all phases of a background investigation.

The selection criteria shall be the same as for a regular officer - specifically in the area of medical and psychological testing.

300.30 TRAINING

Each new reserve officer will be issued a Field Training Manual at the beginning of his/her training. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Glendale Police Department. The reserve officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual. Elements of field training will comply with policy section 418.

300.40 RETENTION

Reserve officers are considered at-will employees. Retention in their position requires compliance with the duties mentioned in this manual as well as the Glendale Police Department Policy Manual. Reserve Officers will be evaluated yearly for retention in their position. Additional evaluations or audits may be used throughout the year as deemed by the Administrative Sergeant and Reserve Coordinator.

Retention standards are predicated on job performance. Factors considered are:

1. Quality of performance
2. Dependability
3. Level of participation
    a. Regular duties
    b. Details
    c. Scheduled meetings/training
    d. Mandated training

4. Conduct
    a. On-Duty
    b. Off-Duty

300.50 CERTIFICATION

Certification standards as a level 1, 2, or 3 Reserve and standards for the POST Reserve Basic Certificate are as specified in the POST Administrative Manual.

300.60 POLICE CHAPLAIN

The minimum standards for the position of Police Chaplain are:

1. Must be above reproach, temperate, prudent, respectable, hospitable, able to teach, not be addicted to alcohol or other drugs, not contentious, and free from excessive debt. Must manage their household, family, and personal affairs well. Must have a good reputation with those outside of the church.
2. Must be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body.
3. Must successfully complete an appropriate level background investigation.
4. Must have at least 5 years of successful ministry experience within a recognized church or religious denomination. Otherwise qualified candidates with less than five years of successful ministry experience within a recognized church or religious denomination may serve as a chaplain assistant.
5. Membership in good standing with the International Conference of Police Chaplains (ICPC) is desired.
6. Possess a valid California Driver's license.
7. Letter of endorsement from his/her organization.
8. Successfully pass an oral board interview.
9. Willingness to participate a minimum of 10 hours per month including training.
10. Willingness to be "on call" on a rotating schedule shared with the other chaplains.
11. Willingness to respond when needed for a specific denomination or religious affiliation. (Refer to "Police Chaplain Obligation Agreement")
12. Willingness to respond to death notifications and traumatic incident scenes.

300.65 RESERVE RECRUIT

The minimum standards for the position of Reserve Recruit are those standards which are set forth as minimum for entry as a reserve program applicant.

300.70 LEVEL 3 RESERVE OFFICER

A reserve recruit having successfully completed an approved academy, shall be designated as a Level 3 Reserve Officer and shall complete a modified training program depending on their assignment in the department.

300.75 LEVEL 2 RESERVE OFFICER

A reserve recruit having successfully completed an approved academy as a regular or reserve officer, shall be designated as a Level 2 Reserve Officer and shall complete a 400 hour training program.

300.80 LEVEL 1 RESERVE OFFICER

A Level 2 Reserve Officer having completed an approved course in POST certified training, may apply for admission into a Level 1 Reserve Officer academy. The application shall be submitted directly to the Program Coordinator who will determine if the applicant meets the minimum requirements of the program for consideration.

1. Consistently meets or exceeds minimum required hours.
2. Maintains a meets or higher rating on evaluations.
3. Successful completion of the POST physical agility course.
4. Recommendation and approval of the management staff.

300.85 LEVEL IA RESERVE OFFICER

A Level 1 Reserve Officer having successfully completed the FTO program of the Glendale Police Department and having completed at least one year of service, post FTO program, maintaining a meets or higher rating on evaluations, or was a prior full time officer with this department, may submit a request to be considered for classification as a Level IA Reserve Officer. The request shall be made in writing and delivered to the Reserve Coordinator via Reserve Chain of Command who will advise the applicant of the following minimum requirements and procedures:

1. Current status as a Level 1 Reserve Officer
2. Minimum of one (1) year of experience after successful completion of the FTO program.
3. Consistently meets or exceeds minimum required hours.
4. Maintains a meets or higher rating on evaluations.
5. Recommendation and approval of the management staff.

300.90 LEVEL IA RESERVE OFFICER STATUS

The title of Level IA Reserve Officer shall not be interpreted as a permanent classification and is subject to annual review. The title may be revoked by the management staff should the individual fail to perform at acceptable levels.

300.95 PERSONNEL LISTS

Once every three months, an updated and complete list of all reserve personnel shall be prepared and a copy given to all bureau commanders. This list shall include both the officer's identification number and their current status level with the department.

300.97 AUTHORITY TO CARRY A CONCEALED WEAPON

After a reserve police officer has attained the status of Level 2 Reserve Officer he/she may submit an application for authority to carry a concealed weapon (Issuance of a CCW). The following are minimum requirements:

1. Minimum of level 2 status.
2. Approval of the command and management staff of the department.
3. Completion of a P732 Glendale Police Department Concealed Weapon License Application.
4. Must have met in the past and continue to meet all reserve officer obligations, such as meeting monthly minimum hour requirements and attendance at reserve training meetings.

The authority to carry a concealed weapon does not begin until issuance of the CCW. The command and reserve management staff of the department reserves the right to impose further restrictions on the applicant. Under the authority granted to the Chief of Police by section 12050 of the California Penal Code the applicant will be required to reapply under the same minimum standards set forth above every four (4) years. The command and management staff of the department also reserves the right to revoke any and all applicant's right to carry a concealed weapon without cause.

Failure to qualify or inability to qualify at the bi-monthly qualification will also be cause to immediately revoke the applicant's CCW.

301.00 RESERVE POLICE CAPTAIN

The minimum standards for appointment to the position of Reserve Police Captain are:

1. Minimum four (4) years experience as a sworn peace officer.
2. Attainment of level 1A status.
3. Possess a level 1 Reserve Officer Certificate or Basic POST Certificate.
4. Minimum of two (2) years service as a Glendale Police Reserve Officer.

301.10 RESERVE POLICE LIEUTENANT

The minimum standards for appointment to the position of Reserve Police Lieutenant are:

1. Minimum four (4) years experience as a sworn peace officer.
2. Attainment of level 1A status and completion of the Field Training Program.
3. Minimum of two (2) years experience as a Glendale Police Reserve Officer.

301.20 RESERVE POLICE SERGEANT

The minimum standards for appointment to the position of Reserve Police Sergeant are:

1. Minimum two (2) years experience as a sworn peace officer reserve or full time for Glendale Police Department.
2. Attainment of level 1A status and completion of the Field Training Program.

301.25 RESERVE POLICE AGENT

The position of Reserve Police Agent is not a promotional position. It is appointed by the Special Services Bureau Lieutenant. This position is solely for the purpose of training reserves from within their own structure as permitted by this agency and the law. This position requires a certain level of competency therefore, the following minimum standards are required:

1. Minimum of two (2) years experience as a sworn peace officer
2. Attainment of Level 1 status.
3. Recommendation by reserve coordinator and reserve staff.

301.30 EXCEPTIONS

An equivalent combination of experience, education, and/or training may substitute for the listed promotional requirements with approval from the Management Staff and Chief of Police.

400.00 CAREER DEVELOPMENT

400.10 RECRUIT SELECTION

Reserve Officer Recruit selection shall be based on the individual's qualifications and his/her successfully meeting the minimum standards for reserve officer as evidenced through completion of a screening process incorporating the following steps:

1. Formal application
2. Background investigation
3. Written examination
4. Oral interview
5. Physical agility test
6. Medical examination
7. Psychological examination
8. Agreement of Compliance

400.20 RESERVE OFFICER APPOINTMENT

Appointed when sworn, subject to constraints, Reserve Recruits are eligible for classification as a Reserve Officer upon completion of a Level 1, 2, or 3 Police Academy as specified by POST. Such classification is dependent upon the individual's ability to successfully complete all phases of the training academy.

400.25 PEACE OFFICER POWERS

Reserve personnel shall not possess nor exercise peace officer powers until such time as they are duly appointed to the position of a Level 2 Reserve Officer, duly sworn, and notified in writing. Arrest powers only apply while the reserve officer is "on-duty."

400.31 TERMINATION DURING TRAINING

Reserve personnel in a trainee status may be terminated should the individual fail to perform at a satisfactory level or should due cause be shown for removal. Reserve personnel terminated while in the trainee status shall have no right to appeal and such termination shall not require prior notice.

400.40 EVALUATIONS

Field performance evaluations shall be completed on reserve personnel at designated periods of time. It is the reserve officer's responsibility to ensure that such evaluations are completed by the assigned officer and forwarded to the coordinator via designated channels.

400.41 PERIOD OF EVALUATION

1. Level 3 Reserve Officers shall be evaluated in their respective assignments on an annual basis as well as a weekly basis during the first six months of their assignment to their Level 3 status.

2. Level 1 & 2 Reserve Officers shall be evaluated in accordance with the guidelines established for the Field Training Program. They must also be evaluated every twelve months for their performance within the reserve program by the Reserve Coordinator.

3 Level lA Reserve Officers shall be evaluated on field performance not less than once every twelve months by the Reserve Coordinator. This report is for the purpose of evaluating an Officer's suitability to retain his/her level 1A status. This report will be contained within that officer's annual evaluation.

400.42 ANNUAL EVALUATIONS

Once each calendar year the individual members of the reserve officer program shall be evaluated with respect to performance, participation, attendance, reliability, conduct, quality and quantity of production, and attitude. The evaluation shall be prepared by the reserve management staff and will be placed within the officer's permanent file.

400.45 PERFORMANCE AUDITS

Quarterly audits will be conducted each year to ensure that each Reserve officer is maintaining his/her training, performance level, and hours required by the program. The audits will take place during the following months: March, June, September, and December. These audits will be conducted by the Reserve Coordinator.

400.46 PROMOTION

Reserve officers may be promoted within the structure of the program dependent upon their abilities and performance. Such promotions shall be made subject to position availability and the recommendation of a designated promotional board appointed by the coordinator.

400.47 SELECTION PROCESS FOR PROMOTION

The selection process for appointment to a higher rank within the reserve program shall consist of the following:

1. Verification of meeting minimum standards
2. Application
3. Written examination
4. Promotional Board interview
5. Approval/recommendation of reserve management staff
6. Approval and appointment by command staff

400.48 PROMOTIONAL OPPORTUNITIES

Reserve personnel will be notified when promotional positions exist or are projected to exist within the reserve officer program.

400.50 DISCIPLINE

A member of the reserve officer program, regardless of rank or given classification, may be subject to disciplinary action as deemed necessary by members of the command or management staff. Such actions do not require prior notice of intent. The severity of disciplinary actions regarding a member of the reserve program are as follows:

1. Return to or the extension of training status
2. Requirement of additional specialized training
3. Demotion
4. Reclassification
5. Divisional admonishment
6. Written reprimand
7. Suspension
8. Termination

Reserve police officers may appeal disciplinary actions to successfully higher levels by noting their request and justification in the space provided upon a memorandum (Z-7). Such a request shall be delivered to the Field Services Lieutenant via Reserve Coordinator/ or FSD Administrative Sergeant within five (5) days of the notice of action.

400.55 REPRIMANDS

Reserve police officers may be reprimanded for violations of policies and/or procedures by means of written or oral communications. Such communications shall be rendered by decision of the command and/or management staff and documentation retained.

400.56 SUSPENSION AND TERMINATION

A member of the reserve program shall be considered suspended or terminated upon notification of such by the coordinator, any member of the command staff or management staff. Notification may be either written or verbal and upon receipt of such notification the individual shall immediately cease to act or function as a member of the Glendale Police Department. The individual must immediately surrender department identification and badge.

400.60 REMOVAL

A member of the reserve officer program, having been subject to any combination of three disciplinary actions and/or reprimands within a period of one year, shall be subject to removal from office.

400.65 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator or the FSD Administrative Sergeant, at the discretion of the Field Services Division Commander.

Reserve officers are considered at-will employees. Reserve Officers are to be afforded the rights under Government Code 3300 et seq., with the exception that the right to a hearing is limited only to the opportunity to clear the Reserve Officer's name.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

400.70 RETIREMENT

A program member who is qualified for and eligible for retirement may submit a formal request for such retirement to the management staff. The formal request shall indicate the proposed effective date, date of hire, and a statement indicating that all minimum requirements are met. Refer to the Department manual for additional information regarding retirement badges etc. (350.8). The minimum requirements for retirement from the reserve officer program are as follows:

1. The reserve officer has completed at least ten years of honorable service as a reserve officer to the Glendale Police Department and the reserve officer has reached a retirement age of at least 50 years old.

-or-

The reserve officer has completed at least twenty years of honorable service as a reserve officer and is under the retirement age of 50.

2. Written recommendation by the management staff responsible for oversight of the reserve officer program.

400.75 RESIGNATION

A reserve police officer may resign from his appointed position by delivering a written notice of intent to the program coordinator or his/her designate.

400.80 LEAVE OF ABSENCE

A reserve police officer may request a leave of absence not to exceed a period of 180 consecutive calendar days. Any reserve officer requesting or partaking in a leave of absence for any period of time, shall surrender all department issued equipment, including his/her badge of office and identification, to the program coordinator or his/her designate.

400.85 FAILURE TO RETURN

Reserve officers shall contact the reserve program coordinator or his designate prior to or within forty-eight (48) hours of their scheduled return, to reactivate their status. Persons failing to notify of reactivation may be deemed a resignation.

400.86 SURRENDER OF PROPERTY

Upon the request of an authorized program official, any member having retired, resigned, been suspended or terminated or having been granted a leave of absence, shall surrender all property of the City of Glendale, the Glendale Police Department, and the Glendale Police Department's Reserve Officer Program. Such property shall be submitted to the coordinator or his/her designate, who will verify all items and their condition. This property is to include all safety equipment including bullet proof vests.

450.00 ASSIGNMENT

450.01 EXPECTATIONS

Members of the reserve officer program shall report promptly and properly prepared for all assignments.

450.02 ATTENDANCE

Members of the reserve officer program who are not able to attend a scheduled assignment or detail shall notify the coordinator not less than twenty-four (24) hours prior to the scheduled assignment time. In emergency situations they should contact the Operations Sergeant as soon as possible.

450.10 MANDATORY DETAILS

Included within the spectrum of reserve responsibilities are several mandatory assignments or details. Reserve officers shall attend a specified minimum number of such assignments or details as scheduled by the management staff. These assignments include, but are not limited to the following:

1. Parades
2. Monthly training meetings
3. Department mandatory training
4. Shoot qualifications
5. Court appearances by subpoena

These details may or may not be substituted for the minimum monthly patrol requirement, to be determined by the reserve coordinator and/or the Field Services Bureau Lieutenant.

450.15 RESERVE OFFICER MEETINGS

Reserve officer program meetings shall be scheduled as deemed necessary by the management staff and shall involve various topics of discussion and/or training for personnel. Members of the program who are unable to attend shall notify the coordinator not less than twenty-four (24) hours prior to the scheduled meeting time. In emergency circumstances contact a member of the reserve staff as soon as possible.

450.20 EMERGENCY ACTIVATION

Reserve officers shall respond as needed when a state of emergency exists.

450.21 NOTIFICATION FOR EMERGENCY RESPONSE

The reserve officer program coordinator shall be notified should the reserve forces be activated in a state of emergency. The coordinator shall assist the supervisor in charge by ensuring the response of personnel and aiding with their deployment.

450.25 TIME SUMMARY

Reserve Officers shall complete the electronic sign in sheet upon the completion of each assignment or detail.

Police Chaplains should submit an activity report at the end of each month detailing hours associated with chaplain services. (ie; hospital call, funeral, counseling, etc.)

450.30 MINIMUM HOURS

Reserve Officers are required to work a minimum of (32) hours per month while on training. After the completion of training and taking the probation test, they may then revert to (16) hours per month.

Members of the program shall perform a minimum of sixteen (16) hours of duty time each calendar month. The duty hours shall be logged in patrol assignments unless specifically stated otherwise with approval of the coordinator. Hours accumulated in performing functions other than that of patrol shall be in addition to the prescribed minimum.

A request to reduce the minimum hours required due to personnel reasons may be approved on a case by case basis but only for a limited time period. Such requests need to be approved by the Administrative Sergeant in charge of the Reserve Program.

450.31 SCHEDULING

Reserve Officers currently in the FTO program shall notify their assigned FTO of their intent to complete a patrol ride the week prior to that intended patrol ride.

Reserve Officers not in the FTO program shall notify the on duty Watch Sergeant of their intent to ride a particular shift no less then 24 hours prior to that shift. Exceptions are if they are requested to ride due to an emergency need.

450.32 NON-SCHEDULED DETAILS

Reserve Officers shall not work any details or assignments without approval of the Coordinator. Should an individual desire to work any hours or shifts beyond those previously scheduled, arrangements shall be made and approval granted not less than seventy-two (72) hours prior to the proposed starting time.

450.33 MAXIMUM TOUR OF DUTY

Absent emergency operations, reserve personnel should not work more than 16 hours in any 24 hour period. This limitation does not apply to continuing work loads originating prior to one’s end of watch, such as report writing or extensive investigation.

450.35 REST PERIOD

Except in very limited circumstances reserve personnel should have a minimum of 8 hours off between shifts. This period is designed to allow the officer ample time to recover.

450.40 CHANGE OF ASSIGNMENT

Reserve officers may be assigned to divisions other than patrol. Such assignments shall be subject to the approval of the division commanders involved and approval by the management staff.

450.41 ASSIGNMENT / MINIMUM HOURS

Upon official notice of change of assignment, that individual’s minimum hour input of sixteen (16) hours per month may be worked in the assigned position rather than in patrol. They must however, in addition to the sixteen (16) hours, also attend monthly training meetings, all Department mandatory training classes, and all shoot qualifications.

450.45 SPECIAL DETAILS / ASSIGNMENTS

Special details and assignments within this agency and with other agencies are not prohibited. However, they must be approved by the reserve management staff and the Field Services Bureau Lieutenant.

450.50 ACADEMY ASSIGNMENT

Personnel assigned to a designated training academy are responsible for attendance and performance as required by the academy staff and Glendale Police Department.

450.60 RESERVE RANK STRUCTURE VS ASSIGNMENT

The rank or title held by a member of this program is administrative in nature and restricted to utilization with the program itself. The rank of a Reserve Officer is not relevant to regular personnel and has no bearing upon the individual's classification as recognized by POST.

450.70 FALSIFICATION TO AVOID ASSIGNMENT

Any reserve officer found to have knowingly falsified any statement, oral or written, in order to obtain a leave of absence or release from any assignment, shall be subject to disciplinary action.

500.00 **ADMINISTRATION**

500.10 COMPENSATION

Reserve officers shall be compensated for court appearances, and special details as the Chief of Police may direct.

500.20 LIMITATIONS

While off-duty reserve officers are subject to the constraints imposed upon their specific classification by the California Penal and Administrative Codes. They are also prohibited from:

1. Possessing a concealed weapon without written authorization of the Chief of Police or a CCW.
2. Wearing or exhibiting any identifiable part of the City of Glendale police uniform.
3. Securing any personal advantage based on their status as peace officers.

500.30 UNIFORMS

Each Reserve Officer shall receive, prior to the academy, a Sam/Sally Browne belt and all mandatory equipment that is located on the belt, including a loaner handgun for up to one year. Upon successful completion of the academy, compensation toward personal uniform expenses as follows:

1. The sum of $600.00 shall be paid upon the completion of a POST academy (Level 1 or Level 2/3). However, this uniform payout shall only be given **one time** in their career as a Reserve Officer.
3. The sum of $600.00 shall be paid upon the completion of each 800 hours of patrol time thereafter, **to a maximum of $600.00 in any single calendar year**.
3. A sum not to exceed $400.00 shall be granted for the purchase of a bulletproof vest after becoming a sworn Reserve Officer. This payout shall only be given **one time** in his/her career as a Reserve Officer.
4. Police chaplains will receive all appropriate uniform equipment upon completion of one (1) year of service and having met or exceeded program requirements during that time.

500.35 INSIGNIA OF RANK - WHEN WORN

Reserve personnel rank insignias shall be displayed upon the uniform shirt, except that display of these insignias is restricted to reserve details where no regular personnel are assigned or at the direction of the command staff.

500.36 INSIGNIA OF RANK - CAPTAIN AND LIEUTENANT

The rank insignia of Reserve Police Captain and Lieutenant shall be the collar insignia specified for regular personnel of that same position.

500.37 INSIGNIA OF RANK - SERGEANT

The rank insignia of Reserve Police Sergeant shall consist of silver metal three bar chevron attached to each collar.

500.38 INSIGNIA OF RANK - AGENT

The rank insignia of Reserve Police Agent shall consist of silver metal two bar chevron attached to each collar.

500.39 SERVICE STRIPE

Reserve police officers, having completed a minimum five (5) years service with the Glendale Police Department, may display a service stripe as specified in Glendale Police Manual.

500.40 EQUIPMENT

Available safety equipment will be provided to the reserve officer by this department. Such issued equipment may be exchanged when worn through fair wear and tear. Equipment lost, damaged, or destroyed through the officer's negligence shall be replaced at his/her expense.

500.50 ANNUAL REPORT

A comprehensive report on the status of the reserve officer program shall be prepared annually. The report shall include a detailed personnel summary, recapitulation of hours, an expenditures summary, a budget request, projected goals and objectives for the following year, and a general statement of achievements for the past year. This report should also contain a summary of police chaplain activities.

500.80 CHANGE OF ADDRESS

Reserve personnel shall notify the office of the Reserve coordinator immediately of the following:

1. Change of home and business address
2. Change of email address
3. Change of home and cell phone status
4. Change of business telephone status

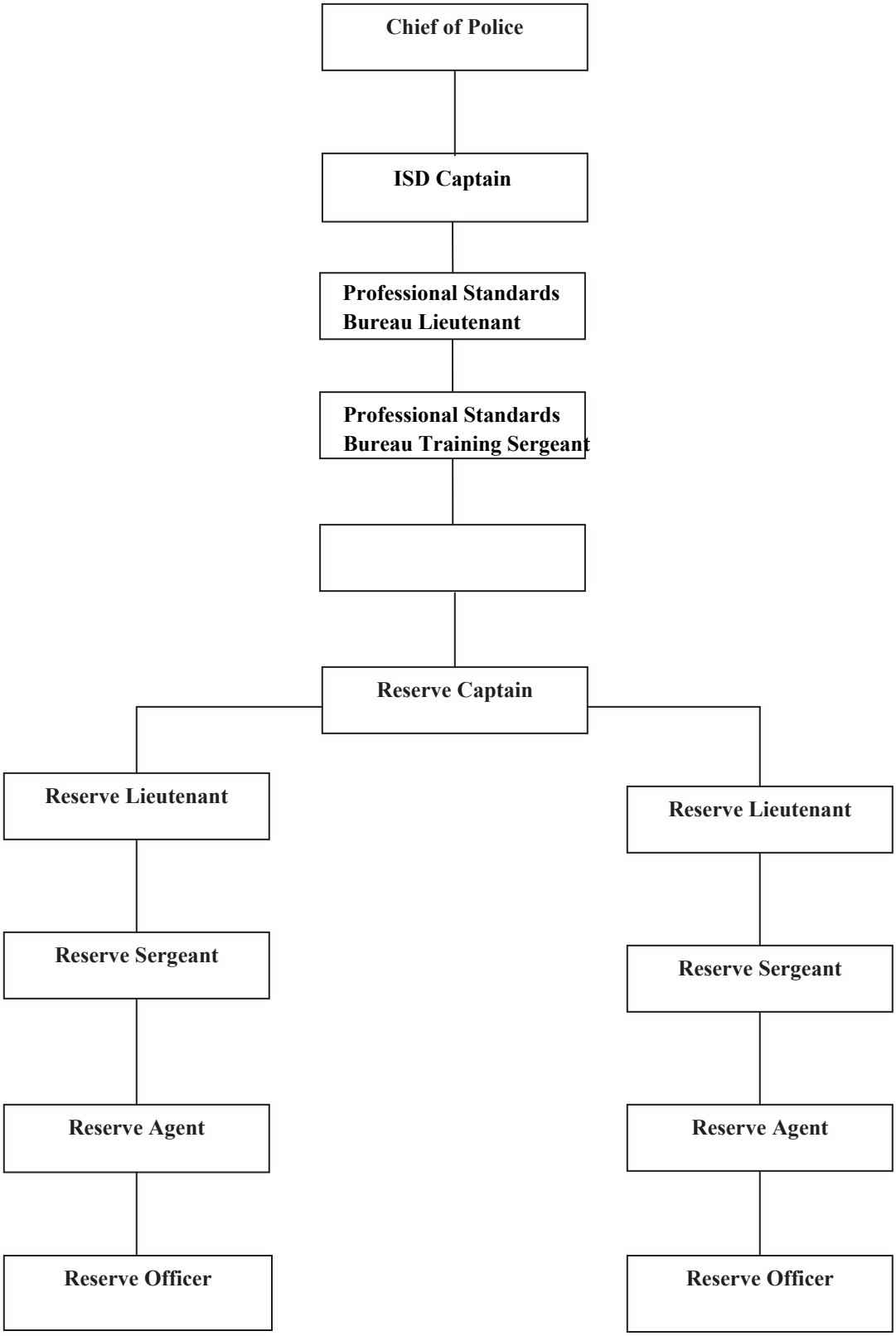
500.90 NOTIFICATION OF CONTACT

Reserve personnel having contact with law enforcement personnel outside activities related to their position as reserve police officers, shall report such contact to the coordinator. Such contacts shall include, but not: be limited to citations, detention, questioning, or other involvement.

500.99 POLICIES AND CHANGES

All suggested changes to this volume shall be submitted in writing to the program coordinator. The provisions of this manual shall remain in effect until superseded or rescinded in writing by the command staff.

CHAIN OF COMMAND



Revised 08/15/19

Training Order 2016-5 Destruction of Narcotics Paraphernalia - Misdemeanor Offenses Only.pdf

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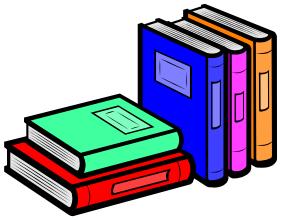
GLENDALE POLICE DEPARTMENT
Robert M. Castro, Chief of Police
TRAINING ORDER



TRAINING ORDER **2016 – 05** **September 16, 2016**

Destruction of Narcotic Paraphernalia – Misdemeanor Offenses <u>ONLY</u>

OBJECTIVE:

The objective of this training order is to provide instruction on the new practices of destroying narcotic paraphernalia related to Misdemeanor Offenses **ONLY** in lieu of booking items as evidence.

SUMMARY:

- Photograph and destroy narcotic paraphernalia related to Misdemeanor Offenses **ONLY**.
- Photographs will be uploaded into ARS (E-Files), as well as Caseworks.
- Narcotic paraphernalia will be disposed of at the Glendale Police Department's property room in a department approved container.

<u>Narcotic Paraphernalia (11364.1 H&S) includes:</u>

- Methamphetamine / Crack Pipes
- Needles / Syringes
- Serrated Tin Cans / Tin Foil
- Burnt Spoons / Caps
- Opened Paperclips & Cut Straws
- **ALL** other contrivances used to smoke, snort, inject, or ingest controlled substances.

WHEN TO DESTROY:
Investigations involving narcotic paraphernalia related to Misdemeanor offenses **ONLY** will be destroyed.

WHEN NOT TO DESTROY:
Investigations that involve **ANY** Felony offense.

EXAMPLES:

DESTROY: A subject is arrested for possession of a methamphetamine pipe (Misdemeanor) with or without methamphetamine (Misdemeanor). (All Misdemeanor offenses)

DO NOT DESTROY: A subject is arrested for possession of a methamphetamine pipe (Misdemeanor) and Burglary (Felony). (Includes a Felony offense)

PROCEDURE:
A summary of the procedure for the destruction of narcotic paraphernalia involving Misdemeanor offenses **ONLY** is set forth below:

- Officers will seize the narcotic paraphernalia on scene.
- Officers will transport the narcotic paraphernalia to the Glendale Police Department where a photo of the narcotic paraphernalia will be taken.
- Officers will upload photo(s) of narcotic paraphernalia into ARS (E-Files) and Caseworks. ***It is extremely important that photo(s) of the narcotic paraphernalia be uploaded into ARS (E-Files) for filing purposes and court proceedings**.
- Once photos are uploaded, officers will dispose of the narcotic paraphernalia in the appropriate department authorized container located in the Glendale Police Department property room (Gray colored trash bin and red sharps container).
- Officers will dispose of **ALL** narcotic paraphernalia in the gray colored trash bin with the exception of **ANY** sharps: IE: needles and syringes which will be disposed of in a department approved red sharps container.

PIPES / ALL OTHER

NEEDLES / SYRINGES

NARRATIVE:

- Officers will document the following in their police report:

    - Describe narcotic paraphernalia in detail
    - Indicate photos were taken of narcotic paraphernalia
    - Indicate photos were uploaded into ARS and Caseworks
    - Indicate when and where narcotic paraphernalia was destroyed

ADDITIONAL INFORMATION:

- It is extremely important that photo(s) of the narcotic paraphernalia be uploaded into ARS (E-Files) before the report is Owner Approved.

- It is also extremely important to limit photo(s) of the narcotic paraphernalia to 1 or 2 photos **ONLY**, unless there are multiple defendants and additional photo(s) are required to show possession of each defendant.

- Lastly, it is extremely important to **ONLY** use E-Files for photo(s) related to the destruction of narcotic paraphernalia and **NOT** to include photo(s) of all evidence seized.

- All other photo(s) of evidence related to the report shall be uploaded into Caseworks.

INDEX / TOPICS

. 509

A

ABANDONED VEHICLE 481
ACCOUNTABILITY TO SUPERVISOR . . 20
ACKNOWLEDGEMENTS
Policy manual. 16
Policy revisions. 16
ADMINISTRATIVE INVESTIGATION . . . 88
ADMINISTRATIVE INVESTIGATIONS
Recorded media files. 412
ADMINISTRATIVE LEAVE
Firearms. 93
ADMINISTRATIVE LEAVE 676
ADULT ABUSE 165
AEROSOL TRANSMISSIBLE DISEASE
ATD. 660
AIR SUPPORT-EMERGENCY LANDING . 380
AIRCRAFT 372
Accidents. 372
Ambulance. 443
ALCOHOL 649
ALCOHOL USE 649
ALCOHOL, INTOXICANTS 223
AMMUNITION 97
Gun violence restraining order surrenders. 308
ANIMAL CONTROL PROCEDURES . . . 588
ANIMALS
Euthanize. 102
Injured. 102
ANTI-REPRODUCTIVE RIGHTS CRIMES . 266
APPOINTMENTS
Chaplain coordinator. 284
Coordinator - portable audio/video recorders 412
Reserve coordinator. 247
ARREST DISPOSITION FORM
849 PC. 605
ARRESTS
Authority. 10
First amendment assemblies 447, 449
Seat belts. 683
Sick or injured person. 442
ARRESTS, CONSULAR NOTIFICATIONS
FOREIGN, NATIONALS JURISDICTION,
CONSULAR NOTIFICATION NOTIFICATION,
CONSULAR 598
ASSET FORFEITURE 498
ATD EXPOSURE 665
ATROPINE AUTO INJECTORS 335
AUDIO/VIDEO RECORDING
Body-worn cameras. 409
AUDIO/VIDEO RECORDING, HOLDING CELLS
INSPECTIONS, Holding cells. 600
AUDITS
Public safety video surveillance. 291
AUTHORITY
Policy manual. 14
AUTHORITY, ETHICS 219
AUTOMATED EXTERNAL DEFIBRILLATORS
(AED) 443
AUTOMATED LICENSE PLATE READERS
(ALPR) 430
AUTOMATIC EXTERNAL DEFIBRILLATOR
AED. 316

B

BADGE 747
BADGES, PATCHES AND IDENTIFICATION
Firearms. 93
BAR ARM RESTRAINT
Trachea choke. 54
BATON 70
BIOLOGICAL SAMPLES
Hazards 373, 764
BIOLOGICAL SAMPLES 280
BODY-WORN CAMERAS 409
BOMB DETECTION DOGS 129
BOMBS
Aircraft accidents. 373
Chaplains. 287
MDT/MDC. 407
Portable audio/video recorders. 411
BOOKING PHOTOS
Mug Shots. 237
BRADY MATERIAL 511
BREATH TEST 472
BUCCAL SWABS 280

C

CANINE
Assignments. 132
Bomb/Explosives Detection. 129
Handler Compensation. 135
Handler Responsibilities. 133
K-9. 128
Request for Use. 132
Selection. 133
Training. 135
CANINES
Pursuits. 425
CASH, CUSTODY
Phone Calls 599, 599
CHANGE OF ASSIGNMENT 695

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CHAPLAINS 283
CHEMICAL NERVE AGENT EXPOSURE
Nerve Agent Exposure. 335
CHIEF EXECUTIVE 12
CHILD ABUSE 183
CHILDREN
Transporting. 683
CITATIONS 456
CIVIL DISPUTES 451
CIVIL RESPONSE TEAM 89
CIVILIAN/NON-SWORN 14
CIVILIAN/NONSWORN
Crisis intervention incidents. 439
CODE 20 238
CODE-3 122
COMMAND PROTOCOL 19
COMMAND STAFF
Policy review. 16
COMMENDATIONS AND AWARDS . . . 697
COMMUNICABLE DISEASE
Health orders. 320
COMMUNICABLE DISEASES
First responders. 441
Illness and injury prevention. 760
COMMUNICATIONS CENTER
Crisis intervention incidents. 438
COMMUNICATIONS WITH HEARING
IMPAIRED OR DISABLED 274
COMPLAINT CLASSIFICATION 672
CONDUCT 216
Standards of conduct. 221
CONFIDENTIAL INFORMANTS
Payment Procedure. 505
CONFIDENTIALITY
ALPR. 430
Chaplains. 287
Communications center. 549
Radio broadcasts. 407
Surreptitious recording. 410
CONTRACT SERVICES 592
CONTROL DEVICES
First amendment assemblies. 448
Training. 366
CONTROL DEVICES 69
CONTROL DEVICES 69
COURT APPEARANCE 240
COURT ORDERS
Gun violence restraining order surrenders. 308
Surreptitious recording. 410
COURT ORDERS, CIVIL DISPUTES . . . 452
COURTROOM ATTIRE 245
COURTROOM PROTOCOL 245
CRIME SCENE AND DISASTER INTEGRITY
. 319
CRISIS INTERVENTION INCIDENTS . . 436
CRISIS NEGOTIATION TEAM 321
CUSTODIAL SEARCHES 607

D

DAMAGE BY CITY PERSONNEL 230
DEADLY FORCE REVIEW 59
DEATH
Chaplains. 286
Native American Graves (NAGPRA). . . 309
DEATH INVESTIGATION 259
DEATH NOTIFICATION 260
DEFINITIONS 14
DEPARTMENT OWNED PROPERTY . . . 514
DEPARTMENT PROPERTY
Loss Or Damage. 515
DEPENDENT ADULT 165
DISASTER-REPORTING FOR DUTY
Emergency-Reporting for Duty. 23
DISASTER-STAGING AREAS 24
DISASTER-WORK HOURS 23
DISCIPLINE 218
DISCLAIMER 14
DISCRIMINATION, CONDUCT 219
DNA SAMPLES 280
DOG BITES 131
DOG INJURIES 131
DOMESTIC VIOLENCE
Reporting of Employee Convictions. . . 647
DRIVING
MDT/MDC. 407
DRIVING, SAFETY SAFETY, CONDUCT
FIREARMS, CONDUCT 222
DRUG USE 649
DUI ENFORCEMENT 471

E

ELDER ABUSE 165
ELECTRO-MUSCULAR DISRUPTION
TECHNOLOGY DEVICE 74
ELECTRONIC CIGARETTES 670
ELECTRONIC MAIL 31
EMERGENCY PLAN 22
ENFORCEMENT 455
EVALUATION 636
EVIDENCE
NAGPRA. 309

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EVIDENCE, BOMBS 349
EXPLOSIONS 348
EXPLOSIVE DETECTION DOGS 129
EXPOSURE CONTROL
Reviews. 760
EXPOSURE(S) 339
EXTENDED ILLNESS 653
EXTRADITION 487

F

FIELD EMERGENCY 540
FIREARM SERIAL NUMBERS 569
FIREARMS
Retiree. 44
FIRST AMENDMENT ASSEMBLIES . . . 445
FITNESS FOR DUTY 700
FOOT PURSUIT 425
FORCE 59
FOREIGN DIPLOMATIC AND CONSULAR REPRESENTIVES 360

G

GANGS, EMPLOYEE AFFILIATION . . . 219
GENERAL ORDER 21
GRIEVANCES
Supervisor authority. 14
GROOMING STANDARDS 727
GUN VIOLENCE RESTRAINING ORDERS 306

H

HANDCUFFING 65
HATE CRIME-INVESTIGATE SERVICES . 213
HATE CRIME-WATCH COMMANDER NOTIFICATION 213
HATE INCIDENTS, NON-CRIMINAL . . . 214
HAZARDOUS MATERIAL 339
HAZARDOUS MATERIAL (HAZMAT) RESPONSE
Aircraft accidents. 373
HAZARDS 762
HEARING IMPAIRED 274
HIGH-VISIBILITY VESTS 456
HOLSTERS 736
HOMELESS 433

I

IDENTITY THEFT 263
ILLNESS AND INJURY PREVENTION . . 760
IMMUNIZATIONS 656
IMPOUND FEES- WAIVER 467
INFORMANT- DEFINITION 503
INFORMATION TECHNOLOGY USE TECHNOLOGY USE 224
INITIATE A PURSUIT 108
INJURY CLAIMS 721
INSPECTIONS
Illness and injury prevention . . . 760, 763
Personal protective equipment. 763
Vehicles. 763
INTERNET ACTIVITY 754
INVESTIGATION & PROSECUTION . . . 484

J

JAIL SEARCHES 597
JURISDICTION
Aircraft accidents. 373
Authority. 10
JURISDICTIONS
Vehicle pursuits. 115
JUVENILE INFORMANTS 504
JUVENILE RECORD SEALING
Record Sealing-Juvenile. 565
JUVENILES
Citations. 357
Use as Informants. 504

K

KINETIC PROJECTILES 71

L

LIMITED ENGLISH PROFICIENCY
Communications center. 547
Eyewitness identification. 507
LIMITED ENGLISH PROFICIENCY . . . 268

M

MAINTENANCE
Building Maintenance. 562
MANUALS 25
MATERNITY DRESS 736
MEAL PERIODS 703

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MEAL PERIODS AND BREAKS 703
MEDIA 233
Aircraft accidents. 374
First amendment assemblies. 449
MEDIA - CRIME SCENES 235
MEDIA RELATIONS 84
MEDIA REQUEST 233
MEDIA-SCHOOL GROUNDS 238
MEDICAL
Adult involuntary detention. 170
Aircraft accidents. 372
Examinations – Adult abuse. 171
Illness and injury prevention. 760
Releases. 443
MINIMUM STAFFING 35
MIRANDA ADVISEMENT- MISDEMEANOR
. 126
MIRANDA ADVISEMENT-FELONY . . . 126
MIRANDA ADVISEMENT-JUVENILES . . 126
MISSED SHIFT 708
MOBILE AUDIO VIDEO 400
Review. 401
MOBILE DIGITAL TERMINAL USE . . . 406
MODIFIED-DUTY ASSIGNMENTS . . . 750
MUTUAL AID
First amendment assemblies. 448
MUTUAL AID 252

N

NARCOTIC-DETECTION DOGS 129
NATIVE AMERICAN GRAVES (NAGPRA) 309
NOTIFICATIONS
Aircraft accidents. 373
Impaired driving. 473
NAGPRA. 309
Sick leave. 652
NOTIFICATIONS 84

O

OATH 13
OC SPRAY 70
OFFICER SAFETY
Communications center 547, 549
Crime scene and disaster integrity. . . . 319
Foot pursuits. 425
LEOSA. 44
Occupational hazards. 762
Seat belts. 683
OFFICER-INVOLVED SHOOTING 81
ORGANIZATIONAL STRUCTURE 19
ORGANIZATIONAL STRUCTURE AND
RESPONSIBILITY 19
OUTSIDE EMPLOYMENT 712
Change in Status. 717
Obtaining Approval. 712
Prohibited Outside Employment. . . . 716
Security Employment. 716
OVERTIME PAYMENT 710

P

PASADENA HUMANE SOCIETY 588
PEPPER PROJECTILES 70
PEPPER SPRAY 70
PERSONAL APPEARANCE 727
PERSONAL PROPERTY 514
Loss Or Damage. 515
PERSONNEL COMPLAINTS
Portable audio/video review. 412
PERSONNEL INFORMATION- RELEASE OF
. 238
PERSONNEL ORDER 33
PERSONNEL RECORDS 573
PHOTOGRAPHS
Aircraft accidents. 374
First amendment assemblies. 446
PHYSICAL AND MENTAL EXAMINATIONS
. 701
POLICE CADETS 742
POLICE SERVICE DOG 128
POLICY MANUAL 14
POLITICAL ACTIVITY 755
POLITICAL ENDORSEMENTS 755
PREGNANCY, CUSTODY 599
PRIVACY EXPECTATION 755
PRIVACY EXPECTATIONS
Audio/video recordings. 409
MDT/MDC. 406
PRIVATE PERSONS ARRESTS 264
PROHIBITED SPEECH 754
PROMOTIONAL PROCESS 641
PROPERTY PROCEDURES
Narcotics And Dangerous Drugs. . . . 555
Property Booking. 554
Property Handling. 554
PROTECTED INFORMATION
Communications center. 549
PROTECTED INFORMATION, UNAUTHORIZED
RELEASE BADGES, PATCHES AND
IDENTIFICATION, CONDUCT
CONFIDENTIALITY, CONDUCT 220

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PROTECTIVE CUSTODY
Dependent adults. 170
PUBLIC SAFETY VIDEO SURVEILLANCE 289
PURSUIT INTERVENTION 116
PURSUIT REPORT SUPERVISOR
RESPONSIBILITY 120
PURSUIT UNITS 110
PURSUIT- CANINE UNIT
Canine Unit-Pursuit. 113
PURSUITS- DIVISION COMMANDER
RESPONSIBILITY 120
PURSUITS-CRIMES OBSERVED OUTSIDE
GLENDALE 116
PURSUITS-REPORTING TRAFFIC ACCIDENTS
Traffic Accidents in Pursuits. 120
PURSUITS-VEHICLE INSPECTIONS
Vehicle Inspections-After Pursuits. . . . 119

R

RACE CLASSIFICATION 228
RADIO CODES 543
RADIO EQUIPMENT 551
RAPID RESPONSE AND DEPLOYMENT . 364
RECORDS BUREAU
Impaired driving. 475
RECORDS RELEASE
ALPR. 432
Audio/video recordings. 413
Child deaths. 190
Public safety video surveillance. 291
RECORDS RETENTION
Audio/video recordings. 413
Illness and injury prevention. 765
Oath of office. 13
REFLECTORIZED VESTS 456
RELEASE OF RECORDS & INFORMATION
Arrest Reports. 573
Personnel Records. 573
Processing Requests. 571
RELIGION
NAGPRA. 309
REPAIRS 562
REPORT CORRECTIONS 232
REPORT PREPARATION 228
REPORTING OF EMPLOYEE CONVICTIONS
. 647
RESERVE OFFICERS
Firearms Requirements. 250
Training. 248
RESERVE OFFICERS/DEPUTIES 246
RESPIRATORY PROTECTION
Gas mask. 517
RESPONSE TO CALLS 122
RESTRICTED INFORMATION 237
RETIREMENT BADGE 747
REVIEWS
Crisis intervention incidents. 440
Exposures. 760
IIPP. 761
Illness and injury prevention. 760
Policy manual. 16
Portable audio/video. 412
Use of force - annual. 58
RIDE-ALONG
Eligibility. 332

S

SAFETY
Communications center. 539
First responder. 319
Inspections (occupations). 763
Media. 233
Occupational. 760
SAFETY EQUIPMENT
First amendment assemblies. 447
Seat belts. 683
SCHOOL EMPLOYEE REPORTING . . . 278
SEARCH & SEIZURE 148
SEARCHES
Crime scene. 320
Custodial. 607
Gun violence restraining orders. 307
SEARCHES
Vehicles. 532
SEAT BELTS 683
SECURITY EMPLOYMENT 716
SEGWAY 422
SEIZED CURRENCY 501
SELECTION 133
SICK LEAVE 652
SMOKING AND TOBACCO USE 670
SOCIAL NETWORKING 753
SPECIAL WEAPONS AND TACTICS
SWAT. 321
STAFFING LEVELS 35
STANDARDS OF CONDUCT 216
SUBPOENA DUCES TECUM 575
SUBPOENAS 240
Civil Subpoenas. 243
Failure To Appear. 242
SUCCESSION OF COMMAND 19
SUPERVISION DEPLOYMENTS 35

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SUPPORT SERVICES 19

T

TASER 74
TEAR GAS 70
TELEPHONE COURTESY 29
TELEPHONE PROCEDURES 29
TIME CARD 707
TIME CARDS 707
TRAFFIC 455
TRAFFIC CITATIONS- DISMISSAL
Traffic Citations-Voiding. 476
TRAFFIC FUNCTION AND RESPONSIBILITY
. 455
TRAINING
AED. 444
ALPR. 432
Chaplains. 288
Dispatcher. 550
Firearms. 101
First amendment assemblies. 450
Hate crimes. 215
Hazardous materials. 764
Occupational safety. 764
Public safety video surveillance. 291
Rapid response and deployment. 366
TRAINING
SWAT. 324
TRAINING PLAN 27
TRAINING POLICY 27
TRAINING, CUSTODY 604
TRANSFER PROCESS 641

U

UNIFORM REGULATIONS 731
UNIFORMS
Chaplains. 284
UNITY OF COMMAND 20
UNLAWFUL ASSEMBLY 448
URINE TESTS 472
USE OF FORCE 50
First amendment assemblies. 448

V

VEHICLE DAMAGE 529
VEHICLE INSPECTION 529
VEHICLE MAINTENANCE 529
VEHICLE PURSUITS 108
VEHICLES
Impound hearings. 469
VIDEO RECORDINGS
First amendment assemblies. 446

W

WATCH COMMANDERS 398
WEAPONS AND UNIFORM COMMITTEE 740
WORKERS COMPENSATION 719

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