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000.0 TITLE: DEPARTMENTAL TIMEKEEPING

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000.1 SYNOPSIS:

Defines procedures for maintaining accurate attendance records by the assigned timekeepers in their respective stations (as defined below).

000.2 POLICY/OVERVIEW:

A. Worker's Compensation/Modified Duty Assignment

1. Sworn Personnel

- a. Once it has been determined that a sworn employee is going to be unable to return to work due to an on-duty or work-related injury, the employee's supervisor shall begin coding the employee's timesheet as WCS for timekeeping and tracking.
- b. The employee shall provide a written release from his/her physician stating that he/she may return to modified or full duty.

2. Civilian Personnel

- a. Civilian personnel unable to return to work due to an on-duty or work-related injury shall be maintained on their assigned work unit timesheet. The work unit timekeeper shall be responsible for keeping the appropriate division commander informed as to the employee's current status.

NOTE: Modified duty released for either sworn or civilian employees must be evaluated and approved by the injured employee's division commander prior to the employee actually returning to duty.

B. Bereavement Leave

1. All employees are currently entitled to bereavement leave per incidence as follows:
 - a. Four (4) days for in-state occurrences and five (5) days for out-of-state occurrences. Requests for time off for bereavement leave require immediate supervisor approval and should be made on PPD-69 (Time Off Request Form). The box for "Bereavement" should be checked.

C. Civilian Call Back

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1. Call back is defined as an unscheduled return to duty outside of regularly scheduled work hours. However, a mere extension of regularly scheduled work hours does not constitute a call back.
 - a. All time worked on call backs shall be compensated in accordance with the overtime provisions of the current PCEA Memorandum of Understanding. In addition to any such overtime pay, each employee called back to work shall be paid one (1) hour of compensation at straight time rate for each call back.
 - b. As regards to civilian police personnel, computation of work time shall commence forty-five (45) minutes prior to the time the called-back employee commences performing services and ends upon completion of the work for which the employee was called in. This (45) minute call-back time is at time and one-half and can be taken for pay or comp time.

D. Compensatory Time Off

1. Subject to the supervisor's approval, compensatory time off may be taken at any time **except holidays**.
2. On a non-holiday, an employee who has been granted compensatory time off may work overtime with the following restrictions:
 - a. During the employee's scheduled shift hours, he/she may only work overtime that is charged as contract work.
 - b. Any non-contract overtime worked must end prior to the start of, or begin after the end of, an employee's scheduled shift hours.

E. Emergency Ordered Out-Sworn Personnel

1. Sworn personnel who have taken time off from work and are called in due to an emergency situation shall receive time and one-half compensation for the call out. A call-out shall be a three-hour minimum or actual time, whichever is longer. The rule that overtime must end prior to or begin after the end of your shift does not apply in this situation. Example: Employee is taking a vacation day away from his/her shift from 0700 to 1700. During said vacation day, at 1200, he/she is called out on a SWAT Team detail. He/she works from 1200 to 1400 and then resumes their day off. Their time shall be posted as "V10" and "OT15-3" or "CT15-3" for the call out.

F. Executive Leave

1. Subject to the approval of your supervisor, executive leave may be taken off at any time **except holidays**.
2. An employee who has been granted executive leave may not work overtime during their regularly scheduled work hours. Any overtime worked must end prior to the start of, or begin after the end of, their scheduled shift hours.

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G. Floating Holidays

1. Floating holiday time off shall be scheduled at the City's discretion with due regard to the wishes of the employee and the City's work requirements. However, employees who have been denied a reasonable opportunity to take the floating holiday off during the calendar year shall be compensated for said time. Other than this instance, floating holiday time not used by the end of the calendar year will be forfeited.
2. It is the employee's responsibility to advise their supervisor of outstanding floating holidays.
3. Employees granted a floating holiday may not work overtime for that day.
4. Floating holidays may be taken in whole shift or hourly increments.
5. New employees are not eligible to use floating holidays for six months from date of hire.

H. Holidays

1. Holidays That Fall On An Employee's Regularly Scheduled Work Day
 - a. Sworn personnel who are scheduled to work, and do work, on a recognized City holiday are entitled to receive holiday compensation on a straight time, hour-for-hour basis in addition to their regular pay. The timesheet should be coded as "RP10" and "HLB10" (for Holiday Leave Bank Earned).
 - b. Employees who are scheduled to work on a recognized City holiday may request to take it off by submitting a Time-Off Request Form (PPD-69). The box for "Holiday Off" should be checked. The timesheet should be coded as "HT10."
 - d. Employees who are scheduled to work on a recognized City holiday and call in sick, or take a partial day sick, shall be posted using the pay code "HSLT" (holiday sick leave taken) for those hours not worked.
 - 1) "HSLT" Defined:
 - a) Payroll code that identifies sick time taken on a holiday. Time taken is not deducted from an employee's sick time accumulation, however, is recorded as sick time usage on employee's sick chart.
 - e. Employees who are scheduled to work on a recognized City holiday and are on either military leave or bereavement leave will be shown as taking the holiday off in lieu of pay (HT10).

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- f. Employees who are on an administrative leave (ADL) shall be carried as holiday off in lieu of pay (HT10).
- g. Employees who are scheduled to work on a recognized City holiday and are on vacation leave shall not be charged for vacation on the holiday, instead the time sheet shall reflect the holiday taken off in lieu of pay (HT10).
- h. An employee who has been granted a holiday off in lieu of pay (HT10) may not sign up for overtime during their regularly scheduled work hours. Any overtime worked must end prior to the start of, or begin after the end of, their scheduled shift hours.
- i. If a civilian employee is on a required day off in observance of a holiday and is ordered to work, they shall be compensated for those hours worked *at time and one-half rate of pay*. The timesheet will be coded as “RP10” and “HW15-10” or “CH15-10.”
- j. Only those employees assigned to Patrol, Dispatch, Jail, and Records, and who are assigned to shift work, are required to work on recognized City holidays. All others shall be given the holiday off (HT10).
- k. Employees who are on worker’s comp (WCS for Sworn, FWC or WCM for Civilians) are not entitled to holiday pay or comp. Holiday Pay for Sworn and Civilian personnel shall not be reinstated until they have exceeded their work comp hours and begin to use other leave time to cover their extended worker’s comp absence.

2. Holidays That Fall On An Employee’s Regularly Scheduled Day Off

- a. If the employee is unable to take another day off in lieu of holiday pay, then they shall receive holiday pay according to their MOU.

3. Holiday Dates

- a. If an employee, sworn or civilian, is working in an administrative capacity, the scheduling of holidays is as follows:
 - 1) In the event that any holiday falls on a Sunday, the first work day following will be observed as the holiday. In the event that any holiday falls on a Saturday, the preceding workday will be observed as the holiday.
- b. If an employee is working shift work, the actual date of the holiday as specified by the City shall be observed as the holiday.

I. Inquiries

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1. All questions and concerns regarding payroll posting, sick time usage, or requests for copies of sick slips need to be put in writing through a supervisor.

J. Overtime

1. Supervisors may only authorize overtime slips for their own programs. If the overtime worked was for another work unit, the overtime must be authorized by a supervisor from that work group.
2. An employee who has been granted a vacation day, or portion thereof, may not work overtime during their regularly scheduled shift. Any overtime worked must end prior to the start of, or begin after the end of, their scheduled shift hours.
3. An employee who has been granted compensatory time off may work overtime with the following restrictions:
 - a. During the employee's scheduled shift hours, he/she may only work overtime that is charged as contract work.
 - b. Any non-contract overtime worked must end prior to the start of, or begin after the end of, an employee's scheduled shift hours.
4. Employees may only work 16 hours in any one given 24-hour period. The 24-hour period begins when the employee reports to duty for first assignment in a calendar day.
5. No employee may authorize their own overtime slip.
6. All overtime submitted on the timesheet must be accompanied by the appropriate supporting documentation. All overtime slips must be signed by the proper program manager and submitted to the Payroll Technician prior to the close of payroll (on or before 09:00 hours on the Monday immediately following the end of the current payroll period). Any overtime posted on the timesheet, but lacking the supporting documentation, will be removed from the timesheet prior to the close of payroll. When the overtime slip is received, it will be posted and paid on the next available payroll.

K. Overtime Cancellation

1. Sworn: Employees who are scheduled to work overtime will be paid two (2) hours of overtime at time and a half pay if said overtime assignment is canceled less than 48 hours before the assignment. This overtime cancellation pay does not apply to overtime assignments made less than 48 hours in advance.
2. Civilian: Employees who are scheduled to work overtime will be paid two (2) hours at their regular hourly rate if said scheduled overtime assignment is canceled less than 12 hours before the scheduled report time. The overtime cancellation does not

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apply to overtime assignments which are scheduled or canceled due to an emergency as defined under [PCEA MOU] Article V, Section N.4 and B.

L. P.P.O.A. Time

1. Association members donate 2.0 hours of non-paid leave bank, compensatory time, or vacation time to their Association each year. Any time off charged to the Association's compensatory bank needs to have the approval of the President of the Association.
2. Requests for time off to handle Association business do not need to have the signed approval of the requesting employee's supervisor, but the supervisor should give verbal approval based on staffing needs. The employee should give the supervisor as much notice as possible. A Time Off Request Form (PPD-69) must be filled out. The box for "Association Release" must be checked, and across should be written "PPOA."

M. P.C.E.A./P.M.M.C.E.A. Release Time

1. The City shall provide for a reasonable amount of release time for Association officers to take care of Association business that the officer cannot perform during non-working hours. The City shall in its sole discretion determine the amount of release time that is reasonable, and the Association officer availing him/herself of release time shall not engage in said Association activities during scheduled work hours without first obtaining approval to do so from the Department Head or his/her designee.

N. Sick Leave

1. Please refer to General Procedure 001 for the specific procedure on filling out a sick slip.
2. Sick time taken on a scheduled holiday is not deducted from the employee's sick time bank and no holiday pay will be paid or compensatory time accrued.

NOTE: The correct timesheet entry for sick leave taken on a holiday is (HSLT).

3. New employees are not eligible for sick time usage for six months from date of hire.

O. Time Off

1. A Time Off Request Form (PPD-69) is to be used when requesting time off from duty. Signature on the Time Off Request Form certifies that the employee has determined that they have accrued enough time to cover the requested time off. If the employee does not have sufficient time to cover the absence, they will be docked. Time Off Request Forms are to be turned in to the employee's immediate supervisor. Employees shall make every effort to submit time off requests at least five (5) days prior to the date requested.

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2. An employee may not work overtime during scheduled time off. The only exception to this will be taking compensatory time off to work contract work.

P. Vacation

1. Subject to the approval of the employee's supervisor, vacation may be taken at any time **except holidays**.
2. Vacation time must be taken away from official duties and may be granted in 15-minute increments not to exceed current total time accrued.
3. Vacation time may not be taken on a holiday. Personnel who are requesting a block of time off when a holiday falls on their normal work day will be shown as "HT10" for that day.
4. On a non-holiday, an employee who has been granted vacation time off may not work overtime during their scheduled work hours. Any overtime worked must end prior to the start of, or begin after the end of, their scheduled shift hours.
5. New employees are not eligible for vacation usage for six months from date of hire.

000.5 PROCEDURE:

I. Maintenance of Attendance Records

- A. Responsibility for the daily maintenance of each timesheet shall be assigned to one individual in each of the following strategic timekeeping stations:

Timekeeping Stations

Administrative Services
Budget and Accounting
Chief's Office
Communication Support
Crime Prevention
Crossing Guards
Detective Bureau
Dispatch
Investigations Administration
Jail
Narcotics
Net/Gangs/Vice
Operations Administration
Patrol
PBID
Records Bureau
School Resource

Timekeeper

Assigned Administrative Assistant
Accounting Technician
Assigned Administrative Assistant
Assigned Administrative Assistant
Assigned Sergeant
Sr. Parking Control Technician
Sergeants
Shift Supervisors and Seniors
Assigned Administrative Assistant
Manager and Seniors
Assigned Sergeant
Assigned Sergeant
Assigned Administrative Assistant
Assigned Lt/Sergeants/Corporals
Assigned Corporal/Lt.
Shift Supervisors and Seniors
Assigned Sergeant

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Traffic	Assigned Sergeant
Training	Assigned Administrative Assistant
Youth Services	Assigned Sergeant

- B. It is the responsibility of each work group supervisor to promptly convey attendance information to the designated timekeeper at the start of each duty shift, and also to convey any subsequent status changes during the shift.
- C. It is the responsibility of each timekeeper to deliver all time slips for the current pay period to the Payroll Technician on or before **10:00 hours** the Monday immediately following the end of the current payroll period.

II. Posting Attendance

- A. During the course of the work week, the designated timekeeper shall maintain the attendance record following the guidelines given. Only authorized persons may make entries or modifications to the timesheet. Under no circumstances shall it be permitted for designated timekeepers to make payroll entries on their own timesheet, unless independently reviewed and verified by the assigned Division Commander or personnel authorized by the Division Commander.

1. Thirty Eight to Forty Hour Work Week

- a. The attendance sheet has a shaded area corresponding to each employee's name. All of the boxes within the shaded area need to be filled in. At the end of the week, a total of forty hours needs to be accounted for using any of the following codes as applicable:

Paycodes

ADL
AUL
BRLV
CBK
CH
CRT15
CT
CT15
CTT
FCTT
FHFT
FSLT
FTOP
FWCM
FVT
FWOP

Translations

Suspension w/pay
Authorized Leave
Bereavement Leave
Call Back
Holiday for Comp
Court @ 1.5 Time
Compensatory @1.0 Time
Compensatory @ 1.5 Time
Compensatory Time Taken
FMLA Comp Time Taken
FMLA Float Holiday Taken
FMLA Sick Leave Taken
Field Training Officer Pay
FMLA Worker's Comp Misc.
FMLA Vacation Taken
FMLA Leave w/o pay

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FXLT	FMLA Executive Leave Taken
HFT	Holiday Float Taken
HLB	Holiday Leave Bank Earned
HLBT	Holiday Leave Bank Taken
HSLT	Holiday Sick Leave Taken
HT	Holiday Taken
HP	Holiday for Pay (Day Off)
HW	Holiday Worked for Pay (Work Day)
JD	Jury Duty
LWOP	Leave of Absence w/Pay
MCTT	Maternity Comp Time Taken
MHFT	Maternity Float Holiday Taken
ML	Military Leave
MSLT	Maternity Sick Leave Taken
MVT	Maternity Vacation Taken
MWOP	Maternity Leave w/o Pay
MXLT	Maternity Executive Leave Taken
OT	Overtime @1.0 Time for Pay
OT15	Overtime @1.5 Time for Pay
PPOA	<i>PPOA (Association Release Time)</i>
PSLT	Paternity Sick Leave Taken
RP	Regular Pay
SBY	Stand By (@ 1.0 for civilians)
SBYS	Stand By Sworn Time Earned
SBYST	Stand By Sworn Time Taken
SER	Special Events @ 1.0 Time
SER15	Special Events @1.5 Time
SLT	Sick Leave Taken
SUSP	Suspension w/o Pay
TR	Training
VT	Vacation Taken
WCM	Worker's Comp Miscellaneous
WCS	Worker's Comp Sworn
XLT	Executive Leave Taken

2. Overtime

- a. When work is performed outside of an employee's assigned program, that program's authorized supervisor shall sign the overtime claim form and return it to the employee, who will be responsible for forwarding the approved overtime claim form to their regularly assigned program timekeeper for posting.
- b. Overtime information must be entered on the attendance sheet as soon as possible. Once the information has been posted on the automated attendance timesheet, it shall be the timekeeper's responsibility to

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immediately forward the entered payroll slip to the department's Payroll Technician.

3. P.P.O.A. time shall be indicated on the attendance sheet by typing in the payroll code "PPOA" in the blank payroll code box area in the blue shaded portion of the employee timesheet. The employee's individual compensatory accounts will not be charged for the association release time taken.
4. P.C.E.A. time shall be noted as "AUL" time and shall have the approval of the appropriate supervisor and PCEA representative's authorization.

III. Guidelines for Completing Overtime Slip

- A. Claims for overtime should be filled out by the affected employee and submitted for authorization approval to their supervisor and then forwarded to the employee's timekeeping station by the end of the work shift.
- B. Claims for straight time overtime will be submitted on PPD-55 (pink color); claims for time and one-half pay will be submitted on PPD-55a (green color).
- C. The date on overtime slips for extension of shift needs to reflect the date the regular shift started; **NOT** the date the extension of the shift began.
- D. If an employee works overtime that is to be charged to another program, the program code box needs to be completed to indicate which program is to be charged for the overtime. The program codes for all the programs within the Police Department are listed on the reverse side of the overtime slip. Actual overtime hours to be entered shall be recorded in whole numbers to reflect hour increments, and any portion of an hour worked expressed in decimal form. The conversion chart for minutes to decimals is provided on the reverse side of the overtime slip.
- E. The following is a brief explanation of the activity boxes found on the overtime claim forms. When in doubt, consult with authorizing supervisor to ascertain which overtime box to use.
 1. Extension of Shift - Time earned from either being called in early or being held over from one's scheduled duty shift. This overtime must be in conjunction with a regularly scheduled shift.
 2. Report Writing - Time spent on report writing.
 3. Code 7 - Reflects a meal break not taken during regular shift.
 4. Emergency-Ordered Out - Time earned on a partial or complete shift in which the affected employee was not scheduled for or on stand-by for, and this overtime is not in immediate conjunction with the employee's regular duty shift.

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5. Sick Relief - Time earned by filling in for another employee's sick vacancy.
6. Vacation Relief - Time earned by filling in for another employee's vacation vacancy.
7. Training Relief - Time earned by filling in for another employee's training vacancy.
8. Called Out - Overtime earned by an employee who is on stand-by and has been called out to handle a particular incident.
9. Meeting, Training, Community Relations, Contract Work - Mark to reflect overtime earned for these respective justifications.
10. Contract Work – Enter “2002” for the “PROGRAM CODE” and total overtime hours worked in the “ACTUAL HOURS” section. In the “REMARKS” section, enter a brief description of the contract work detail.
11. Special Detail - Used to claim overtime earned performing an assignment not normally performed by existing personnel. Note the specific nature of the assignment in the space provided.

IV. Guidelines for Submitting Court Overtime Claim Forms for Sworn Personnel

- A. Each Officer in an off-duty status shall receive the following straight time compensation when in an on-call status for a court appearance:
 1. Two hours of compensation for “court on-call” per day.
 - a. An Officer shall be compensated for no more than one (1) on-call subpoena per court day.
 - b. In the event an Officer is in an on-call status and is called into court, he/she shall receive the two (2) hours of on-call compensation at straight time in addition to the three (3) hour minimum court appearance time at time and a half, if in an off-duty status for said three (3) hour minimum. If the Officer reverts to an on-duty status prior to completion of the three (3) hour minimum, he/she shall be compensated for actual court appearance time prior to reverting to an on-duty status. Officers in an off-duty status, called into court, shall be compensated at a rate of time and one-half.
 - c. Officers that have not been excused or dismissed from court and have been ordered to return to court after ordered break or lunch, will be compensated at a rate of time and one-half.
 2. At no time shall an Officer receive on-call compensation when in an on-duty status, whether it be his/her regularly assigned shift or a contracted overtime assignment.

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- a. Court Appearance - *An Officer in an on-call status who elects to appear in court shall not receive more than two hours on-call compensation.*
3. On the Officer's next duty day following the subpoena date, he/she shall complete and submit to the On-Duty Watch Commander a Court Overtime Claim Form (PPD-58) to claim the appropriate on-call compensation. The appropriate boxes shall be checked on the Court Overtime Claim Form, and must be signed by the On-Duty Watch Commander.
4. The Officer shall attach a copy of his/her on-call subpoena to the Court Overtime Claim Form. If not attached, the claim will be denied.
 - a. If the case is a trailing case, the Officer shall forward a copy of the Trailing Case List (PPD-292) with the court overtime claim as documentation of his/her continued on-call status.
5. Any claim for compensation submitted on a Court Overtime Claim Form (PPD-58) and received by the On-Duty Watch Commander more than 2 days after the employee's next duty day following the court appearance is to be referred to the employee's Manager/Watch Commander who will review the situation for potential discipline and determine whether policy is to be waived. If it is determined that policy is to be waived, the Court Overtime Claim Form (PPD-58) is to be forwarded by the On-Duty Watch Commander to the Payroll Technician for processing.
6. An employee who is not available by telephone at the phone number listed in the current Department Personnel Directory, and who has not responded to a page within fifteen (15) minutes will not be entitled to compensation for the specified subpoena.
7. The total hours indicated on the Court Overtime Claim Form (PPD-58) will be the actual total hours to be accrued or paid to the employee.

NOTE: Given the guidelines above, it shall be each individual employee's responsibility to correctly record and total court overtime hours claimed. Incorrectly filled-out court overtime claim forms shall be returned to the employee's supervisor for correction and follow-up.

- B. Each Officer in an off-duty status shall be eligible to claim Court overtime at a rate of time and one-half for pay, compensatory time, or adjusted duty hours (the latter option shall be granted at the Watch Commander's discretion and is only available on the date of the claim submitted), when he/she has been served a regular subpoena requiring court appearance.

*For any instance where the actual court appearance time is in excess of the three full hours, then all court appearance time in excess thereof shall be paid at the rate of 1.5 times the employee's base salary rate.

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1. Off-Duty - Upon completion of court appearance, or release by a competent authority, the employee shall submit a Court Overtime Claim Form (PPD-58) to claim the three hour minimum overtime allowance per day. If actual time in court exceeds the three hour minimum, then the employee shall record all additional court overtime hours claimed in court in excess of the three hour minimum on the Court Overtime Claim Form (PPD-58). The Court Overtime Claim Form shall be authorized by the on-duty Watch Commander prior to being submitted to the Payroll Technician.
2. Between Duty Shifts - If an off-duty Officer's subpoena status overlaps into his/her next on-duty shift, the Officer shall submit an Court Overtime Claim Form (PPD-58) to claim overtime for actual court appearance time up to the start of his/her on-duty shift. If the actual court appearance should exceed the three hour minimum, then the employee shall record all additional court overtime hours claimed in excess of the three hour minimum on the Court Overtime Claim Form (PPD-58).
3. Continuance - If an off-duty Officer appears in court and is advised by a competent authority that the case in question is being continued, he/she shall claim the three (3) hour minimum.
4. Trailed Status - If an off-duty Officer appears in court and is subsequently advised by a competent authority that the case in question is being trailed until later that same day, the Officer shall be eligible to claim one three hour minimum overtime for the day. The officer's actual time in court needs to be noted on the Court Overtime Claim Form (PPD-58). If the Officer is called into court later in the day on the same case, then actual appearance time in the morning shall be added to the actual appearance time in the afternoon to determine the total number of actual court appearance hours eligible for compensation.
5. Court Lunch Period – An employee is entitled to claim a maximum (1) hour Lunch Period for overtime under the following circumstances:
 - The employee appears in court, remains in court until the Lunch Period break, and is ordered to return to court after the Lunch Period Break.

An employee is **not** entitled to claim the Lunch Period for overtime under the following circumstances:

The employee appears in court and is released prior to the Lunch Period break, even if they are ordered to return later that same day.

6. Overlapping Subpoenas - If an employee is served more than one subpoena scheduled for either the same morning or same afternoon on a given court date, these shall be considered overlapping subpoenas. Following court appearance

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on overlapping subpoenas, the off-duty Officer shall be eligible to claim one three hour minimum overtime.

7. Non-Overlapping Subpoenas - If an employee is served two subpoenas for the same court date whereby one subpoena is scheduled for the morning and the other subpoena is scheduled for the afternoon, these subpoenas shall be considered non-overlapping subpoenas. The off-duty Officer shall be eligible to claim a separate three hour minimum overtime for each court appearance.
8. Outside Pomona Jurisdiction - When an employee is served a subpoena to appear in a court outside of the City, the Court Liaison will advise the Officer of transportation arrangements. Any receipted parking expenses incurred in compliance with the subpoena will be reimbursed. Reimbursement for unauthorized use of a personal vehicle is not allowable.
 - a. Compensation for outside Pomona jurisdiction appearances is identical to Pomona court appearances. All time in court shall be compensated at 1.5 times the employee's base rate of pay.
 - b. If the employee is required to remain in court the employee may include a maximum (1) hour compensation at time and a half for the Lunch Break period as part of the court overtime claim pursuant to the same Policy and Procedures applicable to Lunch Break period for the Pomona court. A receipt must be submitted for reimbursement of meal expenses, not to exceed \$10.00.

V. Guidelines For Court Overtime For Civilian Personnel

A. On-Call Subpoenas

1. Civilian employees in an on-call status shall be compensated at the rate of two (2) hours regular pay per weekday, and three (3) hours regular pay for a designated holiday.
2. If an employee is called in while in an on-call status, they are entitled to the following:
 - a. 2.0 or 3.0 hours stand-by pay, depending on the workday.
 - b. 1.0 hour call back compensation.
 - c. Actual work time. Computing of work time shall commence at the time the employee receives the call to return/to come to work and end upon completion of the work for which they were called in.
3. On the employee's next duty day following the subpoena date, he/she shall complete and submit to the Payroll Clerk an overtime claim form (PPD-55). Call-back may be included on the slip with the stand-by claim. The employee

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shall attach a copy of his/her on-call subpoena to the overtime claim form. Any claim submitted without a copy of the subpoena attached will be returned to the employee.

B. Appearance Required Subpoenas

1. Compensation shall be two hours at time and one-half, or the actual time worked, whichever is longer.

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005.0 TITLE: MILITARY LEAVE OF ABSENCE

Effective Date: 6-14-89

Revised Date: 04-30-02 (Author: Lt. McDonald)

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005.1 SYNOPSIS:

This section establishes the policy regarding military leave of absence for employees of the Pomona Police Department. If conflicts arise between the references, the order of precedence is: (1) The Memorandum of Understanding (providing it is not in conflict with applicable law); (2) The California Military and Veterans Code; (3) The United States Code; (4) The City of Pomona Personnel Rules and Regulations; and (5) this policy. This policy is intended to facilitate an employee's military experience and training.

005.3 STATUTORY REFERENCES:

- A. Sections 2021 and 2024, Title 38, United States Code
- B. Section 389 et seq., California Military and Veterans Code
- C. Section 11.7, City of Pomona Personnel Rules and Regulations
- D. *Bowers v. City of San Buenaventura* (1977), 75 Cal.App. 3d. 65; 142 Cal.Rptr. 35.

005.4 DEFINITIONS:

Military Leaves of Absence of Less Than 180 Calendar Days.

- A. Temporary Military Leaves of Absence and Leaves With Pay. Any City of Pomona Police Department employee who is a member of the reserve corps of the United States or of the National Guard or the Naval Militia who has been employed for a period of one (1) year or more by the City of Pomona shall be granted a temporary military leave of absence as provided by federal law while engaged in military duty ordered for purposes of active military training, encampment, naval cruises, special exercises or like activity as such member, provided that the period of ordered duty does not exceed 180 calendar days, including time involved in going to and returning from such duty, and provided that paid military leave of absence is not required for periods of inactive duty.

Provided that the period of ordered duty does not exceed 180 calendar days, including time involved in going to and returning from such duty, and provided that such period does not include inactive duty such as scheduled reserve drill periods, a Pomona Police Department employee who has been in service to the City of Pomona for a period of not less than one (1) year immediately prior to the day on which the absence begins, shall be entitled to receive his/her salary or compensation for the first 30 days of any such absence. Pay for such purposes shall not exceed 30 days in any one fiscal year.

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1. Any employee who is a member of the Ready Reserve and is required to report for duty one (1) day annually will be compensated only if the day called falls on the employee's regular workday. If the day falls on the employee's day off, no compensation will be made.
- B. Any employee who is required to attend training while on inactive military status shall not be compensated. If the required training is on the employee's regular workday, the employee must take authorized vacation or compensatory time off.

005.5 PROCEDURES

I. Leaves With Pay

- A. The employee, requesting a military leave of absence with pay, will complete a Time-Off Request Form (PPD-106) including travel time. A copy of the military orders to active duty will be forwarded to Human Resources. The department payroll technician will also receive a copy of the military orders along with the time-off request form and will be responsible for tracking military time.
- B. The employee's immediate supervisor will indicate on the daily muster and payroll logs that the employee is on a military leave of absence (ML Time).

II. Leaves Without Pay

- A. Non-permanent employees (still on probation and employees with less than one [1] year of service with the City of Pomona) requesting a military leave of absence pursuant to valid orders will be granted a leave of absence without pay. The employee shall complete a Time Off Request Form which will be processed as indicated in "I. (A & B)" above

III. Changes in the Active Duty Period During the Leave of Absence

- A. If the active duty period is shortened during the military leave of absence, the employee will return to work on the next regularly scheduled workday.
 1. The employee, upon return to work, will complete a new Time Off Request Form showing the corrected period of military leave.
 2. The employee will attach a copy of the amended orders, along with a copy of the original orders to the new Time Off Request. The Request will be processed in the same manner as the original.
- B. If the active duty period is increased, the employee will notify the Chief of Police as soon as possible.

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1. The employee will provide a copy of the pertinent military orders to the Chief of Police as soon as possible.
2. The employee's supervisor will be advised of the change via chain-of-command.
3. The total paid military leave of absence will not exceed thirty (30) days of any one fiscal year. The department payroll technician will ensure that the (30) day limit is adhered to. A Personnel Action Form for an unpaid leave of absence for those days of the absence beyond the thirty (30) day paid period is to be completed. If the period runs into the new fiscal year, the employee is eligible for an additional thirty (30) days of paid military leave.

- C. An employee who, while on military leave of absence of less than one-hundred eighty (180) days, is ordered to active duty on a wartime or emergency basis will notify the Chief of Police by the most expeditious means possible. The procedure in Section III will be followed. (A total of thirty [30] days is the maximum allowable period for which an employee may be paid under these circumstances).

IV. Military Leaves of Absence of More Than 180 Days

- A. Emergencies. Any employee called to active military service during war or during a declared national or state emergency, shall be granted a leave of absence.

1. The employee will receive full pay for no more than thirty (30) working days including necessary travel time. After the expiration of the first thirty (30) working days, the employee will be granted an unpaid leave of absence for the duration of the emergency plus six (6) months.
2. The employee will provide a copy of any current emergency mobilization orders in their possession to the Chief of Police, and forward a copy of the orders to Human Resources.
3. A copy of the orders will be maintained in the employee's departmental personnel file.

B. Procedures

1. An employee ordered to emergency military service will complete a Time Off Request Form for a military leave of absence with pay. The request will be for the period of the service, if known, plus necessary travel time. If the period of service is unknown, the request will be made for thirty (30) working days.

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2. A copy of the necessary orders will be attached to the request.
3. If the employee has received verbal orders only, the employee will send a copy of the orders to the Chief of Police as soon as possible.
5. The employee will inform the department payroll technician to whom and where the final paycheck is to be sent.
6. The employee's immediate supervisor will notify the remainder of the chain-of-command of the employee's military leave of absence and the circumstances.

In the event that the employee is ordered to immediate and emergency active military service without sufficient time to accomplish the above in person, the employee or his designee will telephone the Chief's Office, or the on-duty Watch Commander, and inform him/her of the status.

7. The Watch Commander will forward a memorandum of the circumstances through the chain-of-command to the Chief's Office and a copy to the employee's immediate supervisor.

V. Equipment Turn-In

- A. In the event an employee requests and is granted a leave of absence for a period exceeding thirty (30) working days, the employee will turn in Department-issued equipment in accordance with existing Department Policies and Procedures.

VI Reemployment Rights

An employee will be afforded all reemployment rights authorized per Section 2021 and 2024, Title 38 U.S.C. and Section 389 et seq., California Military and Veterans Code.

GENERAL 010

010.0 TITLE: LINE OF DUTY SERIOUS INJURY/DEATH INFORMATION FORM (PPD-394)

Effective Date: 10-06-09

010.1 SYNOPSIS:

The Line of Duty Serious Injury/Death Information Form (PPD-394) is intended to be used in the event of a life threatening injury or line of duty death. The information contained in the form will assist the on-duty Watch Commander in making the proper notifications in a timely manner.

010.2 POLICY OVERVIEW:

In order to maintain accurate information, the PPD-394 will be completed/updated annually, during the annual evaluation process. The supervisor will also allow the employee to review and make necessary changes throughout the year.

010.5 PROCEDURES:

I. WATCH COMMANDER DUTIES:

Upon learning of an employee's serious injury or death, the Watch Commander shall coordinate notifications until relieved by a superior.

A. NOTIFICATIONS:

The following people shall be notified as soon as practical:

- Police Chief
- Division Commanders
- Officer Representative to notify employee's family (if requested)
- Department liaison as assigned by the Chief or Watch Commander
- Family members identified on the PPD-394 form

B. OFF-DUTY SERIOUS INJURY OR DEATH NOTIFICATIONS:

In the event that an employee is seriously injured or killed in an off-duty incident where family notification has not been made by the handling agency, the on-duty Watch Commander shall assume notification responsibilities as outlined above. If the family member(s) of the employee have already been notified, the Watch Commander will make the appropriate department notifications and identify any immediate needs of the employee or his/her family for consideration.

020.0 TITLE: COMPLETION OF EMPLOYEE EVALUATIONS

Effective Date: 6-29-84

Revision Date: 12-8-98 (Author: Sr. Management Analyst V. Dixon)

020.1 SYNOPSIS:

Uniform instructions and procedures relating responsibility and accountability for completion of employee evaluations.

020.2 POLICY/OVERVIEW:

It is the responsibility of all supervisors and managers to complete a performance evaluation on subordinate employees in accordance with the established Department and City guidelines.

020.5 PROCEDURES:

- I. Evaluations of performance for all employees shall be conducted:
 - A. Annually determined by the completion date of the initial six month evaluation. The annual evaluation date for future evaluations is established by the Human Resources Department after the initial six month evaluation.
 - B. When an employee is promoted to a higher rank, the date of permanent status upon completion of probation becomes the date from which future annual evaluations are based.
 - C. During probationary status:
 1. Every two months, if civilian employee. Prepared for in-house reference only.
 - a. Academy evaluation process shall suffice if a Police Officer Trainee is in the academy.
 2. Every three months, for sworn personnel, commencing on completion of Phase Training and continuing through completion of probation. Prepared for in-house reference only.
 - D. In conjunction with a salary step increase, if the increase does not coincide with another required evaluation period.
 - F. At any time, pursuant to the provisions of the affected employee's Memorandum of Understanding.

- II. Nothing in this order precludes a supervisor from preparing an evaluation aside from the normal cycle when the following conditions exist:
 - A. In the opinion of the employee's immediate supervisor, significant changes develop in the employee's performance, positive or negative.
 - B. The employee is being considered for reassignment or promotion to a position of higher responsibility and the employee has not been evaluated within 180 days.
 - C. In response to promotability appraisal requirements.
- III. Performance evaluation will in all cases be completed by the employee's immediate supervisor, except for the performance evaluation of personnel who have been transferred and are in their new assignment 90 calendar days or less. Under those circumstances, it shall be the responsibility of the previous immediate supervisor to complete the performance evaluation. The current immediate supervisor shall, however, establish the performance goals for the remainder of the year.
 - A. In the Section titled "Remarks by Department/Division Head:" list each addendum by author, i.e., "Addendum prepared by Lt. Doe."
 - B. All pages of an addendum to a performance evaluation shall be numbered and reflect the total number of pages, i.e., "Page 1 of 6."
- IV. All evaluations are to be forwarded to the work unit manager/Administrative manager for written comment. If it becomes necessary to comment in an addendum as opposed to the evaluation form, the addendum shall include an employee signature and date line stating "I have read and understand the above."
- V. As the completed evaluations are processed, each person in the evaluated employee's chain of command shall sign the form as appropriate, and make comments as deemed necessary.
- VI. The employee, after review of the completed evaluation, will then be required to indicate by signature and date, that the evaluation has been discussed with him or her. The employee may utilize Section II of the Form to comment or indicate that a statement is forthcoming. The employee then has thirty (30) calendar days from the date of review to file a statement which will be permanently affixed to the evaluation form, after being reviewed, and signed by the employee's chain of command.
 - A. If the employee chooses not to provide comment on the performance evaluation, the employee shall indicate "no comment."

VII. Guidelines For Completion Of Evaluations

- A. With the exception of the evaluation forms utilized for Police Officer Trainees and Reserve Police Officers, Personnel Form 7.8 (Rev. 4/76), shall be utilized for all other purposes.
- B. Personnel Department Employee Performance Evaluation Manual (March, 1981) shall be the guidelines for completing the Evaluation Form 7.8.
- C. Supervisory personnel who have the responsibility for completing evaluations on subordinate personnel shall review the personnel file (Administrative Investigations Office) of the employee being evaluated, and include all pertinent data relative to performance that occurred during the evaluation period being covered.
- D. If the employee being evaluated for an annual or probationary evaluation has received an evaluation for another reason, from another supervisor (example: transfer, quarterly, or special), where the previous supervisor had responsibility for the employee during the period being evaluated by the current supervisor, the current supervisor shall note in Section 9, the beginning and ending date of the previous evaluation, and attach a copy to the current evaluation. The current supervisor shall also note in Section 9, the beginning date of supervision of the employee. The dates on page 1 of Form 7.8, will remain as typed and the evaluation will be processed as delineated in Section A.8 of this order.
- E. Responsibility for completion of evaluations in a timely manner rests with the employee's immediate supervisor. It shall be the responsibility of the immediate supervisor to be knowledgeable when his/her subordinates are due for an evaluation under the guidelines of Section I and II of this order. The immediate supervisor shall also be responsible to determine that a Transfer Evaluation was prepared by the previous supervisor. The immediate supervisor then need only evaluate the employee's performance from the date of transfer through the evaluation date and document goals for the next evaluation period.
 - 1. Notification of due dates for the below evaluations will be through the Office of the Chief of Police with six weeks prior notice:
 - a. Six month merit increase evaluation.
 - b. Annual evaluation.
 - c. Permanent status evaluation.
- F. Type of Report Heading

1. In cases where the evaluation is a Six Month Probationary, Annual or Other, the appropriate box on Personnel Form 7.8, shall be checked. In all other cases, the appropriate heading shall be printed above the words "Employee Performance Evaluation report".

VIII. Distribution Of Completed Performance Evaluations

- A. With the exception of in-house evaluations, all performance evaluations will be copied and distributed by the Administrative Secretary assigned to Administrative Investigations as follows:
 1. Original performance evaluation to Human Resources Department.
 2. One copy to the employee being evaluated, and
 3. One copy to the employee's Department personnel file.

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031.0 TITLE: LIGHT DUTY ASSIGNMENT FOR PREGNANT EMPLOYEES

Effective Date: 8-21-97 (Author: S/P Crabb)

031.1 SYNOPSIS:

To establish guidelines regarding assignment of a pregnant employee to a modified (non-hazardous) position.

031.2 POLICY/OVERVIEW:

It is the intent of this policy to provide the opportunity for employees who become pregnant and desire to work a light duty position, the ability to transition into a light duty work assignment while continuing to provide a valuable service to the Department.

031.5 PROCEDURES:

I. Employee Responsibilities:

- A. When an employee becomes aware that she is pregnant, it is her initial responsibility, in conjunction with her physician's advice, to determine when and if she wishes to be placed on light duty.
- B. The employee shall notify her immediate supervisor of the pregnancy as soon as practicable in writing. The employee shall also notify her supervisor in writing if they wish to be placed on light duty, or not. This request shall be followed by a statement that the employee certifies under penalty of perjury that she has discussed this issue with her physician, who has reviewed the Department's statement of essential job functions for the position held by the employee and list of possible collateral risks associated therewith, identify the name, address and telephone number of the physician, and state that the physician concurs in her decision.
- C. At its discretion, the Department may elect to contact the employee's designated physician at any time during her pregnancy, provide the physician with the statement of essential job functions for the position held by the employee and the list of possible collateral risks associated therewith, and inquire independently if the physician concurs that a light duty assignment is/is not warranted at the time, or when it will be warranted, if ever.
- D. At its discretion, the Department may elect to refer the employee for a fitness-for-duty medical evaluation at its expense to a physician whose specialty is in obstetrics, providing said physician with the statement of essential job functions for the position held by the employee and the list of possible collateral risks associated therewith, and inquire independently if the physician concurs that a light duty assignment is/is not warranted at the time, or when it will be warranted, if ever. Employee shall provide this physician with a written authorization to obtain all of her medical records as requested by the examining physician,

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including the medical records surrounding any prior pregnancies, regardless of outcome.

- E. It is the employee's responsibility to notify her immediate supervisor if she becomes aware of any medical problems that may effect her safety or work performance.
- F. Any employee may apply, in writing, for a leave of absence without pay for a maximum of four (4) months beyond the birth.
- G. During the period that such female employee is unable to continue regular job duties because of pregnancy, accrued sick leave, vacation time, or compensation (E) time may be used.

II. Uniform

- A. When the employee's uniform becomes impracticable to wear, the employee is permitted to wear appropriate plain clothes attire, if practical for the position she is assigned to. This would include maternity clothing that is professional business attire.
- B. If plain clothes are not appropriate for the position, the employee may purchase maternity uniforms, at her own expense, from the Department's selected uniform vendor. The employee should expect the uniforms to take up to four (4) weeks to be made.

III. Supervisor Responsibilities

- A. Upon notification from any employee that she is pregnant, the immediate supervisor shall forward the written notification through the appropriate chain of command. If and when the employee notifies her immediate supervisor that she desires to be placed on light duty, this written notification shall also be forwarded through the chain of command for review. The employee's Watch Commander or immediate supervisor may temporarily assign the employee to a light duty position pending a decision for placement by the Division Captain.
- B. Upon notification, the employee's Division Captain shall determine where the employee shall be assigned for the duration of light duty. The Captain shall evaluate the needs of the Department and the potential hazards of the position prior to making a decision as to where the employee will be assigned. This may require a transfer to another Division and/or possible shift change for the employee, based on available light duty positions.

GENERAL 041

041.0 TITLE: PEER SUPPORT PROGRAM

Effective Date: 12-19-84 Revised: 4-17-95, 9-20-13

041.1 SYNOPSIS:

Provide all employees with the opportunity for peer support through times of personal or professional crisis.

041.2 POLICY/OVERVIEW:

It is recognized that employees face many personal and professional conflicts that may impair their capability to perform at maximum ability. The Peer Support Program is provided as a resource for personnel to seek assistance to resolve these conflicts. The result intended is twofold: high quality, positive, effective police service offered by Police Department personnel; positive, motivated, satisfied Police Department personnel who maximize their ability to achieve their career goals.

This program is not intended to be the point of initiation of a worker's compensation claim. If an employee feels a worker's compensation claim is appropriate, it shall be initiated with the employee's immediate supervisor per current procedure. It is necessary to keep this program separate from the worker's compensation program as much as possible to maintain the confidentiality of the peer support.

This program is not designed to replace professional services. The Peer Support Program is designed to simply augment outreach programs such as the Employee Assistance Program, or other outreach programs or services sponsored by the Department for employee assistance.

041.5 PROCEDURES:

I. Program Goals

- A. To provide a readily accessible support network of employees willing to be of service to employees and their families who express a need for assistance.
- B. To promote trust, appropriate anonymity and confidentiality for employees participating in peer support.
- C. To develop employee ability to recognize personal conflicts and an awareness of available alternatives for self-help.
- D. To maintain an effective, ongoing peer support training process.
- E. To provide services/assistance, upon request, to personnel off duty due to injury or illness.
- F. To assist employees in remaining or becoming highly motivated, positive, and productive.

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G. To provide feedback to the organization regarding problem commonality for organizational resolve.

II. Selection of Peer Support Team Members

A. Selection Criteria for Prospective Team Members:

1. Endorsement of his/her chain of command.
2. Expressed desire to be a Peer Supporter.
3. No present or continuing work restrictions involving psychological stress.
4. Not the object of a serious or major investigation or suffering serious personal problems.
5. No current or pending disciplinary issues, such as discipline documented in the employee's personnel file, which is within the last (3) years, or of such a severe nature as to be deemed to be in conflict with the role of a Peer Supporter.
6. Nominations will be solicited department-wide for the position of Peer Support Team Member, by the Peer Support Coordinator, as often as deemed necessary. Only those nominated for the program will be eligible to apply. Applications for the program will then be accepted from qualified candidates, regardless of rank or assignment.
7. Once confirmed as nominated, a written request shall be submitted through the requesting employee's chain of command. If endorsed the request shall be sent to the Assistant Chief of Police who will route those endorsed to the Peer Support Coordinator for their input and recommendations. The Chief of Police or his designee will then make the final selection of the candidates for the program.
8. Selected Peer Supporters must agree to maintain confidentiality within the guidelines provided in this policy.

B. Desirable qualities include however, are not limited to:

1. Being empathetic and possessing effective interpersonal communication skills.
2. Highly motivated and willing to manage time effectively. This will allow for minimal impact on their normal duties.
3. Effective problem solving skills.
4. Those individuals who may have a resolved traumatic experience.
5. Maturity, good judgment and personal and professional credibility.

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C. Rejection and Removal Criteria

In the event that an applicant for the program fails to fulfill the selection criteria, the applicant shall be rejected. The Chief of Police may at any time remove a Peer Support member from the program for the following reasons including, but not limited to: failing to maintain standards, as listed in the selection criteria, or for poor performance, disciplinary problems, breach of confidentiality, or failure to attend the minimum amount of training required to remain proficient. Notification will be made to the Peer Support Coordinator when removals of counselors are made.

III. Training Objectives

A. Peer Support Training (Prior to Participating).

The initial training will be a three-day workshop, selected by the Peer Support Coordinator, under the direction of a licensed psychologist. The workshop is intended to provide a basic understanding of the techniques in the following areas:

1. Crisis Identification
2. Crisis Intervention and Counseling
3. Listening Skills
4. Assessment Skills
5. Suicide Assessment
6. Alcohol and Substance Abuse

B. Continued Training

The Peer Support Coordinator will work with the training division to seek out advanced training related to the best practices for peer supporters, in the following areas:

1. Trauma recovery
2. Career survival and resiliency
3. Referral processes
4. Advanced Skills Workshops

C. Training Coordination

One of the Peer Support Team members, as designated by the Peer Support Coordinator, will be responsible for developing additional quarterly training, which may include the use of outside consultants, training bulletins or various other means through which Peer Supporters may enhance their skills. Training will be approved and coordinated through the Peer Support Coordinator

IV. Peer Support Team Member Responsibilities

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- A. Completion of the initial screening delineated under the selection criteria section.
- B. Attend initial training seminar and follow-up training as scheduled.
- C. Peer Supporters will work to develop a sincere rapport and maintain confidentiality as defined in the program. The peer supporter's mission will be to help individuals in helping themselves. Peer Support Team members will not impose any unwanted assistance, the only exception being in life threatening situations.
- D. Peer Support Team members will maintain a reasonable attempt to remain available to the individual and offer additional support if necessary.
- E. A trained Peer Supporter should recognize when and how to refer peers, supervisors or subordinates to another peer supporter, chaplain or mental health professional to avoid any conflicts of interest. This includes recognition that a large number of contacts between a peer supporter and any one individual may be an indication that a referral is needed.

V. Confidentiality

- A. One of the most important responsibilities of a peer supporter is the promotion of trust, anonymity and confidentiality for employees who seek the assistance of the Peer Support Program. Prior to any request for peer support, a statement of clarification must be given by the Peer Supporter to the employee requesting to speak to a Peer Supporter. The following "statement of clarification," shall be read:

"The peer support program is confidential. I respect and will safeguard your privacy. While our conversation regarding personal matters is private Peer Support Members are not exempt from the requirement to report a violation of law or policy of which they have firsthand knowledge, or serious intent to harm self or others. If you want to discuss such issues with someone, I can refer you to an appropriate outside resource. Peer Supporters do not solve people's problems, and refrain from giving advice. Peer Supporters are not advocates in any official capacity. Peer Supporters are trained to help others find their own solution to the problem at hand."

Specifically, communications between a Peer Supporter and a peer are considered privileged by the Department with the following exceptions: (where **child abuse** and **elder abuse** are involved; where, under the Tarasoff decision, there is reason to believe that the employee seeking support intends to seriously injure another person; where the employee is involved in a felony crime; where, due to substance abuse, the employee is a clear and present danger to self, citizens, or fellow officers, Peer Supporters who are supervisors must follow proper procedures and policies when advised of situations involving sexual harassment

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or other forms of harassment that require mandatory reporting. In these cases the affected employee's Bureau or Watch Commander shall be promptly notified.

In the case of threatened serious injury, the intended victim shall be warned and that warning shall be documented. It shall be the responsibility of the Peer Supporter making that notification to promptly advise the affected employee's Bureau or Watch Commander. These exceptions to confidentiality are either required by law or because sworn members who become Peer Supporters cannot abdicate their responsibilities as police officers in the process. If concerns arise, Peer Support personnel shall contact the Peer Support Program Coordinator.

Peer Supporters, who are not obligated under the circumstances described above, shall not provide information to supervisors regarding these confidential communications. In addition the Peer Support Coordinator shall provide training to supervisors on these confidentiality guidelines. For these stated reasons supervisors who are assigned as Peer Supporters shall not provide peer support to those employees in their chain of command. If an employee approaches their supervisor for peer support, they should be referred to another peer supporter, outside of that employee's chain of command.

Peer Supporters shall not keep written formal or private records of supportive contacts, other than non-identifying statistical records that help document the General productivity of the program, such as numbers of contacts, and time spent.

B. Role of Commanding Officers

Staff and command personnel are encouraged to view the Peer Support Program as a support mechanism for their personnel. Individual employees involved in helping their fellow employees will need the support and sometimes guidance of their commanding officer. Should any conflicts arise, the designated Captain who administers the program shall be advised. The program's support and understanding by the Department's staff and command officers is vital to its success.

VI. Peer Support Program Structure

A. The Role of the Peer Support Committee

1. The Peer Support Committee will make recommendations of policy to the Chief of Police and his staff who will act as the policy setting board for the Peer Support Program.
2. The Committee will consist of the following members.
 - a. Those assigned to the Peer Support Program as Peer Supporters
 - b. The Peer Support Coordinator

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3. All members of the committee shall meet the Peer Supporter selection criteria and be trained Peer Supporters.

B. Communications

1. The program will be established in a manner that will encourage and enable the supporters to have input into the administration of the program.
2. Peer Supporters will keep a monthly tally of number of hours in peer support related matters. These will be turned over to the Peer Support Coordinator for statistical purposes only. (Names shall not be used.) This data is used to establish needs assessments, and to assess the general productivity of the program.
3. Information will be periodically distributed by the coordinator to the Peer Supporters regarding the program. This information will consist of such things as training workshops, suggested reading material, helpful support hints and referral information.

VII. Overtime Guidelines

- A. The role of the Peer Supporter will be to provide assistance in time of need however, that assistance should not extend to prolonged periods of time which might amount to a custodial role. In most cases, peer support should take the form of an on-duty meeting of relatively short duration. No overtime will be authorized for the duties performed of a Peer Supporter, the position shall be considered to be strictly voluntary. In the extreme event that overtime is required, the Peer Support Coordinator shall be contacted if available, or the on-duty Watch Commander to access and approve the overtime. Any overtime granted will only be compensated for with compensatory time.

B. Use of Department Equipment and Facilities

Peer Supporters may seek the use of available Department resources, including the Department facilities while they are assisting fellow employees. Department facilities will be used with the knowledge and approval of the immediate supervisor responsible for the involved equipment or facility, without compromising the confidentiality or anonymity of the counselee. When questions arise, the Peer Support Coordinator should be contacted.

VIII. Discipline

A. Internal Investigations

It may occur that a Peer Supporter is counseling an individual who becomes the subject of a disciplinary investigation. A supporter should be guided by the

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confidentiality policy of the Peer Support Program; however, supporters may not hamper or impede the actual investigation nor may they attempt to shelter the individual from the Department. The Peer Supporters role in disciplinary situations should be one of support in helping the individuals through the problems they may face in the disciplinary process. The peer support program is not an alternative to discipline, and supporters shall not intervene in the disciplinary process.

- B. Peer Supporters may participate as witnesses before boards and hearings as any Department employee would. They are free to testify on behalf of the employee seeking support, (with that person's permission). Their testimony should not violate the confidentiality unless the testimony involves the conduct in the exceptions described in section V. A. of this procedure.

IX. How Employee May Access Program

A. Off Duty

- 1. Once the selected peer supporters have received their initial training, a list will be made available to all personnel.
 - a. Those employees who wish to take advantage of the program need only make their selection of the peer supporter and contact *them*. It will not be necessary for the employee to go through his supervisor or the chain of command for the contact.
 - b. There will be no pre-designated location for the contacts, and they will be arranged at the convenience of both the supporter and peer. Supporters will be available by phone (work or home).
 - c. Should there be some conflict between the supporter and employee seeking support, it will be the peer supporter's responsibility to direct that person to another peer support member.
 - d. A trained peer supporter should recognize when and how to refer peers, supervisors or subordinates to another peer supporter, chaplain or mental health professional to avoid any conflicts of interest. This includes recognition that a large number of contacts between a peer supporter and any one individual may be an indication that a referral is needed.

B. On Duty

- 1. If the employee is on-duty at the time of the desired contact, they:
 - a. Shall contact the on-duty supervisor to obtain clearance for contact with a peer supporter. This request shall not be denied nor shall it be

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necessary for the employee to explain the need to the supervisor. The purpose of the contact with the supervisor is to ensure that the supervisor is aware that the individual is not available for call for service. It shall be the supervisor's responsibility to maintain the confidentiality of the contact for the employee.

2. Employees should make themselves familiar with the guidelines of the program prior to contact with the supporters. These guidelines shall be restated to the employee by the supporter.

GENERAL 043

043.0 TITLE: SERGEANTS SHIFT ROTATION

Effective Date: 6-17-91

Revised Date: 9-7-99 (Author: Lt. Sakamoto)

Previous Revision Date: 9-30-92; 6-11-96; 12-3-97

043.1 SYNOPSIS:

To establish a procedure for the shift rotation of Police Sergeants.

043.2 POLICY/OVERVIEW:

The following policy and procedure will replace the current method of selecting Sergeants for Administrative and Patrol positions. The increased flexibility will provide them with the means to encourage and develop those individuals who are interested in pursuing additional experience to enhance their promotional opportunities. At the same time, some Sergeants may not be interested in career advancement and desire to stay in patrol as much as possible. This policy will assist the executive staff in the selection process for those who wish to remain in patrol and continue to exercise a degree of seniority when making a squad assignment.

043.5 PROCEDURES:

I. Administrative Assignments

- A. Administrative assignments are to be filled by the Command Staff and Chief of Police. These positions should be filled based on ability, initiative, career development, and the willingness of the candidate to excel in the position.
 1. On the first day in September, a notice prepared by Command Staff should be posted indicating the specific administrative positions available and request memos from those interested.
 2. Sergeants interested in the available administrative position/s should complete a list of preferences by priority, including all available positions, and submit their memos by 1700 hours on the 30th day of September. Those Sergeants who do not wish to be considered for an administrative assignment shall submit a memo stating that they do not wish to be considered for an administrative assignment. No guarantees exist in either of the above preferences.
 3. If there are not enough memos to cover all available administrative positions, the Command Staff and/or the Chief of Police will fill the positions at their discretion.
 4. The Command Staff and/or the Chief of Police may elect to assign a Sergeant to an administrative assignment/s for a period to be determined based on Department need. The Sergeant may be returned to Patrol before being re-assigned to an administrative position.

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5. The selection of the Sergeants for the available administrative positions shall be announced by November 1st.

II. Patrol Assignments

- A. Patrol assignments shall be made based on seniority. The process for selecting a patrol assignment will occur as follows:

1. Sergeants will begin to sign-up for Patrol positions on November 1st.

III. Trading Positions:

- A. After all assignments have been completed, Sergeants may trade positions with the approval of the Command Staff and/or the Chief of Police.

IV. Retirement:

- A. In the last year prior to retirement, if a Sergeant is assigned to an administrative position, a sergeant may finish his/her service in the Patrol Division with the approval of Command Staff and/or the Chief of Police.

GENERAL 044

044.0 TITLE: SPECIAL EVENT/CITY PARADES OVERTIME

Effective Date: 12/6/95

Revised Date: 09-26-2003 (Author: Lt. McDonald)

Revised Date: 11-12-2013 (Author: Cpl. JT Garcia)

044.1 SYNOPSIS:

Outlines procedures for equitable distribution of available Special Event Overtime/City Parades Overtime, and providing, whenever possible, volunteer security for charity events.

044.2 POLICY/OVERVIEW

It shall be the policy of the Pomona Police Department to ensure, to the extent possible, that any Special Event occurring within the City has adequate policing or security. All policing shall be conducted by Pomona Police Department Officers. Special Event security may be performed by volunteer personnel. In order to assist recognized charitable organizations attain their goals of attaining funds for worthwhile community needs, the Police Department will, whenever possible, offer civilian and volunteer personnel to provide security.

044.4 DEFINITIONS

Bonafide charitable organizations are incorporated religious institutions, churches, military and veteran organizations of the State, or United States, parochial, State, and local school systems, and non-profit organizations who hold a valid designation under 26 U.S.C. 501(c) (3) or its successor. (Pomona City Code Section 24-4)

Security:

A public safety function performed voluntarily by either sworn or civilian personnel that may provide, but not limited to crowd control, traffic control, and visible deterrence.

Short Notice Special Event:

A short notice Special Event is an event for which this Department receives notification with less than seven (7) days to post for scheduling.

044.5 PROCEDURES:

I. Special Events:

A. Planning/Coordinating

1. It shall be the responsibility of the Special Events Coordinator to meet with all responsible parties requesting to schedule an event requiring police staffing and insure the following occurs:

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- a. That the promoter knows and understands the Police Department's authority in regards to approving any Special Event. (Pomona City Code 46-561)
- b. That an understanding is reached regarding staffing and compliance with all Federal, State, and City laws, ordinances and regulations.
- c. That the method of payment to the City is explained and understood, and that payment is made prior to the scheduled event.

B. Staffing

1. The Special Events Coordinator will prepare a Staffing Needs Schedule. The Schedule will note any specialized skill such as Motor Officers, Bike Patrol Officer, or Mounted Officer.
2. The Special Events Coordinator will, via e-mail, announce the upcoming overtime with at least three days notice. The next e-mail sent will announce the availability of the overtime along with a direction to reply and make specific requests by the employee. The employee must directly "Reply" to the e-mail announcement to be considered for a position. Responses generated from an "Auto Response" or "Auto Reply" application, incomplete, blank or unintelligible responses will be considered void.
3. The Special Events Coordinator will staff the event by scheduling the available Officers in order of their e-mail messages. An Officer may work only one (1) assignment per Special Event, unless sufficient personnel are not available.
4. After the Special Event overtime sign-up has been posted and filled, the Special Events Coordinator will distribute a final schedule, via e-mail, to all Special Event participants, and the overtime log delineating the assignment, work date, and work hours.
5. In the event of a short notice Special Event (less than 7 days), the Special Events Coordinator will immediately put the event on an e-mail announcement and label it "Short Notice Special Event." Short Notice Special Event assignments are available to personnel of another rank as follows:

Lieutenant:	Sergeant
Sergeant:	Sr. Police Ofcr/Det/Officer
Sr. Police Officer/Det:	Officer
PST:	Officer, Sr. Police Officer, Detective

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6. There will be one (1) supervisor for each five (5) to nine (9) officers. Once the staffing needs reaches (10) officers, it will necessitate two (2) supervisors.

II. City Parades:

A. Planning/Coordinating

1. It shall be the responsibility of the Special Events Coordinator to meet with all parties responsible for organizing and supervising City parades requiring police staffing. He/she shall insure an understanding is reached regarding staffing and compliance with all Federal, State, City laws, ordinances and regulations.

B. Staffing:

1. The Special Events Coordinator shall be responsible for scheduling staffing for any authorized City parade. Whenever possible, he/she shall utilize on-duty Motor Officers, Parking Enforcement Personnel, Reserve Police Officers, Civilian Volunteer Patrol personnel, and Explorers. If insufficient personnel are available, the Lieutenant shall employ procedures outlined in Section I.b 2, 3, 4 or 5, if necessary.

III. Organized Charity Event:

A. Planning/Coordinating

1. Under Pomona City Code Section 46-563, only the Community Development Director/Community Services Director can waive fees related to bona fide unincorporated religious institutions, churches, military and veterans organizations of the State or the United States, or religious, State and local school systems and non-profit organizations.
2. It shall be the responsibility of the Special Events Coordinator to meet with all parties responsible for organizing and supervising an event hosted by a bonafide charity. He/she shall insure an understanding is reached regarding staffing and compliance with all Federal, State, City laws, ordinances, and regulations.
3. The Special Events Coordinator shall, whenever possible, schedule Reserve Police Officers, C.V.P.'s, or Explorers to provide security for the event.
4. In the absence of available volunteer personnel, Special Events Coordinator will staff sworn personnel per Section I. B. 1-6, if requested by the event organizer, or if necessary to allow the event to safely occur, with the approval of the Chief of Police

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5. In all cases, the Police Department shall be the final authority in determining the type and number of personnel required to provide a safe environment for the event.

IV. Officers Responsibility:

A. Sign-Ups

1. Officers requesting a position via e-mail for a Special Event position shall indicate the date/s and positions they will be available to work a Special Event.
2. Officers unable to work an assignment once committed, shall be responsible for finding a replacement and completing an Exchange of Duty Form (PPD-68). A copy of the form shall be sent immediately to the Special Events Coordinator.
3. The Supervisor or O.I.C. for any Special Event shall, as soon as possible after reporting to the site, seek out the promoter or responsible party for any additional instructions.
4. Officers or volunteers shall review all written instructions prior to reporting to the Special Event assignment.
5. Officers or volunteers shall, as soon as possible after reporting to the site, seek out the Supervisor, O.I.C., or responsible party for any additional instructions.
6. Officers shall not leave a Special Event site except in an emergency or to book a prisoner.
7. Code-7's are only allowed at Special Event assignments that exceed six (6) hours. During an approved Code-7 or break, all Officers are expected to respond to the public's questions or calls for service.
8. The assigned Special Event Supervisor or O.I.C. will complete a critique of the Special Event, and forward it at the end of watch to the Special Operations Division Lieutenant.
9. Each Officer working a Special Event shall forward their overtime slip to the Special Events Coordinator.

GENERAL 053

053.0 TITLE: CORPORALS SHIFT ROTATION
Effective Date: 2/23/98 (Author: Corporal Chico)

053.1 SYNOPSIS:

To establish a procedure for the shift rotation of Police Corporals.

053.2 POLICY/OVERVIEW:

The following policy and procedures will replace the current method of selecting Corporals for administrative and patrol assignments. It is the intent of the Command Staff and Chief of Police to create more flexibility in the assignment of administrative and patrol positions. The increased flexibility will provide them with the means to encourage and develop those individuals who are interested in pursuing additional experience to enhance their promotional opportunities.

053.5 PROCEDURES:

I. Administrative Assignments

- A. Administrative assignments are to be filled by the Command Staff and Chief of Police. These positions should be filled based on ability, initiative, career development, and the willingness of the candidate to excel in the position.
1. On the first administrative day in October, a notice prepared by the Command Staff should be posted indicating the specific administrative positions available and request memos from those interested.
 2. Corporals interested in the available administrative position/s should complete a list of preferences by priority, including all available positions, and submit their memos by 1700 hours on the 15th of October.
 3. If there are not enough memos to cover all available administrative positions, the Command Staff and/or the Chief of Police will fill the positions at their discretion.
 4. The Command Staff and/or the Chief of Police may elect to assign a Corporal to an administrative assignment/s for a period of two (2) years and may be extended based on Department needs.
 5. The selection of the Corporals for the available administrative positions shall be announced by the 31st. day of October.

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II. Patrol Assignments

- A. Patrol assignments shall be made based on seniority. The process for selecting a patrol assignment will occur as follows:
 - 1. Corporals will begin to sign-up for patrol positions on the November 1st.
 - 2. Probationary Corporals are required to complete one (1) year in patrol unless otherwise authorized by the Command Staff and/or the Chief of Police.

III. Trading Positions

- A. After all assignments have been completed, Corporals may trade positions with the approval of the Command Staff and/or the Chief of Police.

IV. Computing Service Time

- A. For the purpose of computing service time, eighteen (18) months or more may be considered sufficient to fulfill a two year assignment.

V. Retirement

- A. In the last year prior to retirement, if a Corporal is assigned to an administrative position, a Corporal may finish his/her service in the Patrol Division with the approval of Command Staff and/or the Chief of Police.

GENERAL 075

075.0 TITLE: RETIRED POMONA POLICE DEPARTMENT CIVILIAN EMPLOYEE IDENTIFICATION CARD ISSUANCE

Effective Date: 3/2/95

75.1 SYNOPSIS:

Outlines the procedure for when and how a retired Pomona Police Department Civilian Employee may be issued a Retired Civilian Employee Identification Card.

75.5 PROCEDURES:

I. Eligibility

- A. Any vested Pomona Police Department Civilian Employee employed no less than five (5) years who receives either a longevity or medical retirement is eligible.
- B. Employees who meet this criteria and retired prior to the effective date are also eligible.

II. Issuance

- A. Upon confirmation of a retirement date, the employee shall notify the Chief of Police that he/she is desirous of a Retired Civilian Employee Identification Card.
- B. Upon receipt of the employee's request, the Chief of Police will direct the Administrative Secretary to prepare a Retired Pomona Police Department Identification Card.
 - 1. The Pomona Police Department Retired Civilian Employee Identification Card will be the same as the current Civilian Employee Identification Card with the following additions:
 - a. Classification shall state **RETIRED** before the title.
 - b. The back side shall have **RETIRED** stamped above the Chief of Police signature.
 - c. The card will have a current photograph of the employee attached.
 - d. The card will be laminated by Jail staff personnel when all of the additions have been completed.
 - 2. The card will be issued on the last day of the employee's employment by the Chief of Police or his designee.

GENERAL PROCEDURE 077

077.0 TITLE: HONORABLY RETIRED PEACE OFFICERS, CCW PRIVILEGES

Effective Date: 06-09-2003

Author: Art Tormollan, Senior Rangemaster; Rob E. Baker, Sergeant

077.1 SYNOPSIS:

Specific procedures for the endorsement of honorably retired Pomona Police Officers to carry concealed and loaded firearms.

077.2 POLICY/OVERVIEW:

The Department recognizes the needs of honorably retired Pomona Police Officers to carry concealed and loaded firearms (CCW). In addition, it is the Department's responsibility to limit the inherent dangers involved to the retirees and the public, which may be caused by a loss of proficiency. To effect these obligations, it shall be the policy of the Department to regulate CCW privileges of all retired Pomona Police Officers.

077.3 STATUTORY REFERENCES:

CA Penal Code Section 830.1 – Persons who are peace officers; extent of authority

CA Penal Code Section 832.16 – Peace officers authorized to carry firearms; restrictions on firearm possession; notification to state and local agency

CA Penal Code Sections 12027.1 – Retired peace officer; revocation of authorization for concealed firearm; hearing; retirement due to psychological disability

077.4 DEFINITION:

The term "honorably retired" includes all Pomona Police Officers who have qualified for, and have accepted, a service or disability retirement (excluding psychological disabilities). The term "honorably retired" does not include an officer who has agreed to a service retirement in lieu of termination.

077.5 PROCEDURE:

- A. An honorably retired police officer who retired after January 1, 1981 shall petition the department every five years for the renewal of his or her privilege to carry a concealed firearm.

- B. The retired officer shall, on or about the expiration of his or her current identification card, contact the Police Chief or designate.
- C. The Police Chief or designate will make an appointment for the retired officer to meet with the Senior Rangemaster and demonstrate firearms proficiency. If the retired officer resides outside Southern California, he or she may make arrangements with a willing and local police agency to demonstrate firearms proficiency.
- D. The retired officer will demonstrate proficiency by loading the weapon and conducting a live fire exercise. The live fire will not extend beyond fifteen-yards from the target and will include a minimum of twenty (20) rounds. The Department will supply .45, .38, and 9mm caliber ammunition.
- E. The Senior Rangemaster shall prepare a memorandum to the Police Chief indicating whether or not the retired officer demonstrated proficiency. Participating outside agencies shall prepare a letter to the Police Chief indicating whether or not the retired officer demonstrated proficiency.
- F. If the retired officer demonstrated firearms proficiency, his or her identification card shall be stamped "CCW Approved."

If the retired officer was unable to demonstrate a satisfactory level of proficiency, his or her identification card shall be stamped "No CCW privilege." The retired officer may then request a hearing pursuant to Penal Code Section 12027.1 to have his or her CCW privilege reinstated.

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100.0 TITLE: DEPARTMENTAL AWARDS

Effective Date: 06/18/96 (Author, Captain Harding)

Revised Date: 08/24/12 (Captain Olivieri)

Revised Date: 05/04/16 (Corporal Medellin, Corporal Martinez)

Revised Date: 03/05/19 (Sergeant J. Martinez)

100.1 SYNOPSIS:

Procedures for recognizing individual Department members and citizens who have distinguished themselves through heroism, or extraordinary dedicated service to the Department or the City of Pomona.

100.2 OVERVIEW:

Establishes the procedure of the Pomona Police Department to formally recognize any Department member or citizen who distinguished themselves through heroism or extraordinary work performance.

100.3 PROCEDURES:

I. Nomination/Approval

A. Eligibility

1. Any person who performs a heroic act or distinguishes themselves through extraordinary work performance is eligible for nomination. A nomination may also be made for an individual who, over a period of time, has a number of noteworthy accomplishments.

B. Nomination

1. Nominations may be made by any Departmental personnel. Nominations should be detailed via memo and submitted through Blue Team, detailing who, what, where, when, why and how information. Supporting reports and articles should be attached.

C. Approval Process

1. Nominations shall be forwarded through the Chain of Command to the Chief's office. The nominations will be reviewed by the Command Staff for review and approval.

D. Order of Precedence

1. Pomona Police Department Awards granted shall be worn in the following order of importance:

- a. Medals of Heroism

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- i. Gold Medal of Valor
- ii. Silver Medal of Courage
- iii. Purple Heart
- iv. Life Saving
- b. Medals of Distinguished Service
 - i. Bronze Award of Merit
 - ii. Employee Commendation Medal
- c. Detail Ribbons
 - i. Worn alphabetically by detail
- d. Event Ribbons
 - i. Worn by date of Event

2. Ribbon Devices

- a. For subsequent awards received for Medals (Heroism or Service) and for Detail Ribbons the following devices may be utilized:
 - i. Bronze Service Star: for each subsequent awards up to 4 or for each special detail tour
 - ii. Silver Service Star: in place of 5 subsequent awards or 5 tours of detail duty
 - iii. Administrative oversight positions do not earn a service ribbon or star.

3. The wearing of Military Awards and Ribbons are not authorized in Police Uniform.

II. Medals of Heroism Criteria:

A. Gold Medal of Valor

- 1. Vanguard Ribbon 3600
- 2. Shall be awarded to Department employees, Joint-Agency Employee or posthumously; to close relatives, for an act of extraordinary heroism involving extreme personal hazard. Heroic acts may include extreme bravery, which involves a life threat to an Officer, other individuals, or recipient; a single-handed apprehension of one or more suspects involving gunfire and/or deadly weapons.

B. Silver Medal of Courage

- 1. Vanguard Ribbon 3606
- 2. Shall be awarded to Department employees, Joint-Agency Employee or posthumously; to close relatives, for heroism above the call of duty. Heroic acts occur in circumstances which pose a lesser threat than may warrant a Gold Medal of Valor.

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- C. Purple Heart Medal
 - 1. Vanguard Ribbon 3512
 - 2. Shall be awarded to any Department Employee or posthumously; to close relatives, for an employee who in the service of the community suffers from a substantial injury that produced great bodily harm or death to the employee.

- D. Lifesaving Medal
 - 1. Vanguard Ribbon 5158
 - 2. Shall be awarded to any employee or citizen who significantly assists in the prevention of further injury or death in a life-threatening situation.

III. Medals of Distinguished Service Criteria:

- A. The Bronze Award of Merit
 - a. Vanguard Ribbon 3607
 - b. Shall be awarded to Department employees who have demonstrated personal initiative and perseverance which have resulted in:
 - a. long term service within the community which, primarily due to the employee's effort, has significantly contributed to the betterment of the community or;
 - b. the development and implementation of a program, which results in:
 - (1) a significant reduction in costs to the City of Pomona or;
 - (2) the improvement of the quality of life within the community.

- B. Employee Commendation Medal
 - a. Vanguard Ribbon 3709
 - b. Shall be awarded to an individual who has distinguished himself/herself through the performance of an act or accomplishment of a task under one or more of the follow guidelines:
 - a. the employee went above and beyond what is expected of an individual effort and/or beyond the scope of duties or assignments.
 - b. demonstrated extraordinary personal initiative.
 - c. demonstrated extraordinary perseverance in the accomplishment of a task or act.

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IV. Department Unit Ribbons:

A. Unit ribbons shall be awarded to Department employees or Joint-Agency Employees who have been or are currently assigned to the following special detail assignments for a period of at least one year:

- 1) AB109 Task Force
 - a) Vanguard 3623
- 2) Aero Unit
 - a) Vanguard 3107
- 3) Canine Unit
 - a) Vanguard 3507
- 4) Community Programs
 - a) Vanguard 3511
- 5) Crisis Negotiations Team
 - a) Vanguard 3681
- 6) Detail Ribbon
 - a) Includes disbanded teams (i.e. STOP, NET, BTF, etc.)
 - b) Vanguard 3522
- 7) Downtown Unit
 - a) Vanguard 3622
- 8) FBI Safe Streets Task Force
 - a) Vanguard 5152
- 9) Internal Affairs
 - a) Vanguard 3416
- 10) L.A. Impact
 - a) Vanguard 3270
- 11) Major Crimes Task Force/GVSU/Vice
 - a) Vanguard 3717
- 12) Major Narcotics Unit
 - a) Vanguard 4003
- 13) School Resource Officer
 - a) Vanguard 3648
- 14) Special Investigations Unit
 - a) Vanguard 3227
- 15) SWAT
 - a) Vanguard 3006
- 16) Traffic Unit
 - a) Vanguard 3639
- 17) Training Unit
 - a) Vanguard 3230

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V. Departmental Event Ribbons:

- A. The Chief of Police may commission and issue, on a basis outlined by his Office, criteria where an employee's participation in a significant Department event is rewarded with a Departmental Event Ribbon. The Ribbon will be uniquely designed by the Chief's Office and worn in the order and manner as set forth in this policy. Seniority of subsequent event-related ribbons shall be determined based on the date of the event that the ribbon represents.

VI. Certificate of Appreciation:

- A. May be presented anytime during the year. It is presented for an action or service that exemplifies the "Working Together... Pomona's Future" spirit and/or enhances the image of the Pomona Police Department.

VII. Citizen Awards Criteria:

- A. The Pomona Police Department Commendation Medal
 1. May be awarded to a citizen who has distinguished himself/herself by performing an act which:
 - a. has significantly assisted Department employees in the performance of his or her duty;
 - b. demonstrated extraordinary personal initiative and/or;
 - c. demonstrates extraordinary perseverance on the part of the citizen in the furtherance of an investigation or assistance to Department employees.
- B. Pomona Police Department Certificate of Appreciation
 1. May be awarded anytime during the year to a citizen whose action, response, or cooperation exemplifies the "Working Together... Pomona's Future" spirit.

VIII. Presentation of Awards:

The physical setting and the timing of award presentations will be at the discretion of the Chief of Police.

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GENERAL 101

101.0 TITLE: PRESENTATION OF CITY OF POMONA LENGTH OF SERVICE AWARDS

Effective Date: 4-22-97 (Author: Virginia Dixon)

101.1 SYNOPSIS:

This procedure documents the Department process for presentation of City of Pomona Length of Service Awards.

101.2 POLICY/OVERVIEW:

This Department recognizes the importance of loyalty to the success of any effort. For this reason, the City of Pomona awards for recognition of employees' length of service will be presented to the individual employee as set forth in this procedure. The awards are issued at intervals of five years; i.e., in the fifth year, the tenth year, the fifteenth year, etc. Whenever possible, the presentation of these awards is to occur within one month of the individual employee's service anniversary date.

101.5 PROCEDURES:

I. Presentation

- A. The City of Pomona Length of Service Awards will be forwarded by the Human Resources Office to the Department Coordinator monthly. The Department Coordinator shall control and monitor delivery of the awards within the Police Department and respond to the Human Resources Office when the awards have been delivered to the individual employees.
- B. The Length of Service Awards shall be delivered to employees as follows:
 1. For service from 5 to 15 years:
 - a. Awards forwarded by Department Coordinator to individual employee's manager who shall deliver the award. Whenever possible, the employee's immediate supervisor shall also be present, and the manager shall make every effort to deliver the award in the presence of the individual employee's peers.
 2. For service from 20 to 40 years:
 - a. Individual employees with 20, 25, 30, and 40 years of service will be polled to determine if the employee would prefer to receive the award at a City Council meeting or at the next regularly scheduled Department Command Team meeting.

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- (1) If the employee elects to receive the award at a City Council meeting, that information will be relayed to the Human Resources Office who will be responsible to schedule the event.
- (2) If the employee elects to receive the award at a Command Team meeting, the Chief's secretary will be notified to schedule the employee and his/her manager to be present at the next regularly scheduled Department Management Team meeting, at which time the employee will be presented the award.

II. Documentation

- A. The blue card which acts as a receipt for the Length of Service Award will be forwarded with the service award to either the individual employee's manager or the Chief's secretary, depending on length of service being awarded. The individual employee's manager, or the Chief's secretary, will be responsible for insuring that the employee signs the blue card in receipt of the award and also for returning the signed blue card to the Department Coordinator as soon as possible.
- B. The Department Coordinator will monitor that all blue cards related to receipt of Length of Service Awards are returned and will then forward them to the Human Resources Office.

GENERAL PROCEDURE 102

102.0 TITLE: MANDATED DEPARTMENT REPORTING

Effective Date: 01-15-19

Author: Michael Ellis, Captain

102.1 SYNOPSIS:

The Police Department is required by law and best practice to provide mandated reports on a range of topics to outside regulatory agencies and the city's administration. This policy lists the reports by division and identifies which position in the organization is responsible for completion of the report. It is the policy of this department that all reports shall be submitted to the appropriate entity before they are due.

102.5 PROCEDURES:

A. Chiefs Office

1. Chief of Police

- a. SB-54 California Values Act, Mandatory Reporting of Task Force Participation
 - 1. California DOJ by January 15th
 - 2. City Manager by January 15th
- b. AB-71 Mandatory Use of Force Reporting
 - 1. California DOJ by January 15th

2. Internal Affairs Sergeant

- a. Census of State and Local Law Enforcement Agencies
 - 1. US DOJ by January 15th
 - 2. City Manager by January 15th
- b. Death in Custody and Arrest Related to Death Data
 - 1. California DOJ by January 15th
- c. Annual Citizen's Complaints Against Peace Officers Report
 - 1. California DOJ by January 15th

B. Administrative Service Division

1. Records Manager

- a. Uniform Crime Reporting (UCR)
 - 1. California DOJ by the 10th working day of each month
- b. CLETS Misuse Investigation Report
 - 1. California DOJ by February 1st

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- c. Alcoholic Beverage Control Report
 - 1. ABC by March 1st
- d. I-918 U-Visa Year End Report
 - 1. California Secretary of State by January 15th
- 2. Jail Supervisor
 - a. Detentions of Minors Report
 - 1. California Board of State and Community Corrections every month
 - b. Type 1 Jail Survey
 - 1. California Board of State and Community Corrections by September 1st
 - c. Prison Rape Elimination Report (Lexipol 901.7.2)
 - 1. Due to Chief of Police by January 31st
- C. Investigative Services Division
 - 1. ISD Captain
 - a. Shared Gang Database Report (Lexipol 420.3.3)
 - 1. California DOJ by January 31st
- D. Operations Division
 - 1. Operations Captain
 - a. No Current Reporting required.

GENERAL 103

103.0 **TITLE: (OFFICER AND PROFESSIONAL STAFF MEMBER OF THE QUARTER AWARD PROGRAM)**

Effective Date: 9-22-2020 (Author: Lt. Brian Hagerty)

103.1 **SYNOPSIS:**

To establish guidelines and procedures for the Officer and Professional Staff Member of the Quarter Award Program which is intended to encourage city employees to go beyond our citizen's expectations and meet the highest standards of service to the community. Recognizing the useful role incentives play in encouraging superior employee performance and innovation, this program serves to reward performance and dedication that exceeds normal expectations.

103.2 **POLICY/OVERVIEW:**

To recognize and reward two employees (one sworn officer and one professional staff member), on a quarterly basis, who have demonstrated outstanding service in various areas such as in the "Areas of Recognition". All awards recipients will be recognized each quarter by the Chief and Command Staff.

103.3 **DEFINITIONS:**

Areas of Recognition:

- I. **Accomplishment** - Recognition for distinct and extraordinary accomplishments that have made significant identifiable successes or improvements for the citizens of Pomona.
- II. **Human Relations** - Recognition for outstanding contributions made towards enhancing the quality and morale of the workplace, or creating a better public image of city government (such as positive personal interaction with other employees, public awareness, improving internal relationships, or collaboration with other agencies).
- III. **Performance and Innovation** - Recognition for superior performance or innovation: initiative, work quality, work quantity, attitude, job skill, longevity, response to unanticipated situations, efficiency, response to supervisory direction, money savings, or contributions to city priorities.
- IV. **Public Service** - Recognition for demonstrating a high awareness of the needs of the citizens in regard to the services provided, and encouraging others to value the importance of public service and stewardship.
- V. **Safety & Heroism** - Recognition for demonstrating outstanding judgement or courage in an emergency, voluntarily risking his or her life or taking action to prevent injury, loss of life or damage, or loss of property.
- VI. **Health & Wellness** - Recognition for providing outstanding leadership and setting an example in support of the city's pursuit of enhanced

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organizational effectiveness through improvements in the health and wellness of employees.

103.4 PROCEDURES:

To establish a procedure for the Pomona Police Department's supervisors to formally recognize any department member who distinguished themselves through the "Areas of Recognition". Each supervisor will nominate their employee each quarter, ending in March, June, September, and December of each year. All department's supervisors from each work group shall send an email (memo) describing why they nominated their employee for this award. Each supervisor will email their nomination by the third week of the quarter month to the Lieutenant (manager of program). The Lieutenant will then compile all nominations and submit the nominations to the Command Staff by the beginning of the fourth week of that month. By the first week of each quarter (April, July, October, and January), the Chief and Command Staff will announce the "Officer of the Quarter" and the "Professional Staff Member of the Quarter".

103.5 AWARDS:

The selected recipient for the quarterly Recognition Award shall be recognized at their place of work by the Chief, Command Staff, or designee. The selected recipients of these awards shall receive a department approved recognition award as well as their name and photo being placed in the Pomona Police Department's Employee Recognition Plaque.

GENERAL PROCEDURE 110

110.0 TITLE: EMPLOYEE COMMENDATION

Effective Date: 03-08-06 (Author: Corporal Manny Ramos)

110.1 SYNOPSIS:

Provides a standardized procedure regarding application of form PPD-391 Employee Commendation.

110.4 DEFINITION:

Employee Commendation: Any praise initiated by anyone commending a member of the Pomona Police Department.

110.5 PROCEDURE:

A. Commending Persons

1. A person desirous of commending a member of the Pomona Police Department may complete an Employee Commendation form (PPD-391). The form may be obtained from any department member or the lobby of the Pomona Police Department.
2. Once a form is completed, the person may submit it to any member of the Department.
3. If the person is unable to complete a form for whatever reason, a Department member shall accept the verbal praise and submit the commendation in writing, himself or herself.

B. Department Members

1. Members shall provide an Employee Commendation form (PPD-391) to requesting persons.
2. If unable to provide a form to a requesting person, the member may direct the person to the lobby of the Pomona Police Department for a form.
3. If the requesting person is unable to respond to the Police Department, the member shall receive the verbal praise, transcribe it to an Employee Commendation form, and submit it via the chain-of-command.
4. Upon receipt of a completed Employee Commendation form, the accepting member shall forward the document to the concerned member's immediate supervisor for review.

C. Department Supervisors

1. Supervisors shall receive Employee Commendation forms in person or via the chain-of-command.

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2. Supervisors shall review the submitted form and, if appropriate, shall complete the required nomination for a departmental award in accordance with General Procedure 100. Otherwise, forward the form to the Police Chief, via the chain-of-command, for comments.
3. A copy of the form shall be placed in the concerned member's personnel file.
4. A copy of the form shall be forwarded to the concerned member.

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199.0 TITLE: THREATS AGAINST POMONA POLICE DEPARTMENT EMPLOYEES
Effective Date: 3-23-99 (Author: Corporal Maier)

199.1 SYNOPSIS:

Guidelines and procedures when Pomona Police Department employees are the subject of threats that are perceived as credible and serious in nature.

199.2 POLICY/OVERVIEW:

Because of the nature of the job, Pomona Police Department employees may be subjected to threats during the course of their duties. In many cases, the threats are made in the heat of the moment or because of the affects of drugs and/or alcohol and may not be considered credible. In other instances, the threats may be credible and the person(s) making the threats may intend to act upon the threat. In these instances, the threatened employees and their families may be in danger. This procedure is intended to establish guidelines and procedures in the instances where the threat is perceived to be credible and the person(s) making the threat may intend to carry out the threat.

199.3 STATUTORY REFERENCES:

69 P.C. - Obstructing or resisting executive officers in performance of their duties.

148 P.C. - Resisting, delaying or obstructing officer or emergency medical technician.

422 P.C. - Terrorist Threats

182 P.C. - Conspiracy

199.5 PROCEDURES:

- I. Any Pomona Police Department Officer who receives information that a credible threat has been made against any employee(s) of the Pomona Police Department shall do the following:
 - A. Document the threat in a police report and take appropriate law enforcement action.
 - B. Notify the on-duty Watch Commander of the threat.
 - C. Ensure that an entry is made on the Patrol Briefing Log (Blue Log).
- II. The on-duty Watch Command shall then do the following:
 - A. Notify the Command Staff of the threat.

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- B. If applicable, ensure that the threatened employee or employees are notified of the threat.
- III. The Completed police report of the threat will be forwarded to the Detective Bureau and Administrative Investigations for follow-up and, if applicable, verification.
- IV. In cases where the threat is directed at a specific employee, it shall be the responsibility of the affected employee's Division Commander, along with the Chief of Police, to decide on an appropriate course of action.

GENERAL 201

201.0 TITLE: EVACUATION PROCEDURE FOR PUBLIC SAFETY BUILDING

Effective Date: 7-8-99 (Author: Alicia Rodriguez)

Related Procedures: Jail (Prisoner Evacuation)

Xref: Dispatch 2-280

201.1 SYNOPSIS:

To establish procedures for evacuating the Public Safety Building (Police Headquarters) of affected personnel and/or building occupants.

201.2 POLICY/OVERVIEW:

The Los Angeles County Sheriff's Department, Bomb Squad, shall be responsible for the handling, disposal, and investigation of explosive devices and/or hazardous conditions.

It is the policy of this Department to vacate the building in a safe and secure manner in the event of a fire, toxic or natural gas release, bomb threat, planted or suspected explosive device, and/or any other condition deemed harmful or hazardous to the occupants of the building. The Watch Commander, or designated officer, shall respond to the building and remain at the location to coordinate activities with the Los Angeles County Fire and Sheriff's Departments.

201.4 DEFINITIONS:

Building:	Public Safety Structure
Bomb/Explosive Device:	A device with the purpose to explode.
Evacuation:	To discharge, route, or vacate away from a specific area.
Order to Evacuate:	Audible announcement issued by the Watch Commander
Incident Commander (IC)	Person responsible for the command of all field response functions

201.5 PROCEDURES:

- I. When a condition deemed harmful or hazardous to the occupants of the building occur, the Watch Commander shall issue an order to evacuate the building. In an effort to minimize disruption and not create panic, the Watch Commander shall be responsible for notifying and alerting the occupants of the situation. Using the Public Address (PA) System, the following statement shall be made (repeat twice):

“Attention, we have an emergency situation. Please evacuate building.”

- II. Supervisors may assign personnel to assist with search (i.e., unlock doors, advise on locations not readily accessible, identify strange or suspicious objects, etc.). Personnel will not return to the building until it has been declared safe by a competent public safety authority.

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- III. Management/supervisory staff shall inform personnel when a threat has been received and shall be responsible for the following:
 - A. Assist and direct staff out from the affected areas.
 - B. Call (use telephone) Dispatch and the Watch Commander and report incident. Be as specific and detailed as possible.
 - C. Secure perimeter or contain incident (i.e.; fight fires with extinguishers, if appropriate).
 - D. Direct personnel to evacuate affected area.
 - 1. Turn off all machinery and gases, lock up supplies, check to see all occupants are out and close all doors.
 - 2. Supervisors shall perform a head count of subordinate staff at predetermined meeting area (i.e., staff parking lot) outside the facility. (IC will determine "Safe Zone")
 - 3. Complete incident reports, evaluations when applicable.
- IV. In the event that you are the recipient of a threat, discuss the call with your immediate supervisor. Supervisors shall then inform the Watch Commander and Dispatch. Whenever possible, the Bomb Threat Check List (see attachment A) should be completed during the call. If check list is not available, remember the following:
 - A. KEEP CALM - notify another employee to listen.
 - B. WHO IS THIS?
 - C. WHERE IS THE BOMB?
 - D. WHEN WILL THE BOMB GO OFF?
 - E. WHAT TYPE OF BOMB IS IT?
 - F. WHERE ARE YOU CALLING FROM?
 - G. WHY ARE YOU DOING THIS?
 - H. REMEMBER, any background noises such as trains, alarms, bells, etc.
 - I. NOTIFY YOUR SUPERVISOR
- V. Remember most "bomb threats" are false and the Watch Commander shall use discretion when issuing an order to evacuate building when a threat is received.

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Dispatch personnel will be evacuated as a last resort. Should a fire or incident originate in the Dispatch Center, immediately contact the Watch Commander and Los Angeles County Fire Department. Use the telephone when contacting the Watch Commander and/or Dispatch - some bombs are designed to explode by radio signal. Radio silence may be necessary.

A. In the event that the Dispatch Center must also be evacuated:

1. The Dispatch Sergeant and/or Senior Dispatcher shall coordinate the set-up of the mobile command post.
2. The location shall be determined by the Watch Commander.
3. The Emergency Preparedness Coordinator shall be contacted in all such real instances.

VI. If threat Is Received By Letter

A. When any suspicious letter or mail container comes to the attention of Department personnel:

1. Do not handle unnecessarily.
2. Contact your supervisor.

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202.0 TITLE: POLICE DEPARTMENT BUILDING SECURITY

Effective date: 05-22-01 (Authors J. Ramsey, Lt. McDonald, Lt. Hamill)
Related Procedural Manuals: Desk 4-001

202.1 SYNOPSIS:

Procedure for ensuring the safety of Department personnel and security of the Public Safety Building.

202.2 POLICY/OVERVIEW:

It is recognized that the safety of Pomona Police Department personnel is of the utmost importance and priority. Additionally, the Police Department Building has many restricted areas and only Pomona Police Department personnel are permitted to be in these areas. When it becomes necessary for members of the public, other law enforcement agencies, vendors, etc., to enter these restricted areas, this Procedure will outline the steps to be taken.

202.4 DEFINITIONS:

Restricted Areas - Restricted areas of the Public Safety Building are all areas located beyond the front door entrance/front desk area, beginning with the internal side of the front counter and extending throughout the building, including the entire second floor and basement.

Visitor - All members of the general public (not an employee of the City of Pomona assigned to the Police Department), including vendors, other law enforcement agency personnel, court personnel, etc.

202.5 PROCEDURE:

I. Visitor Check-In

- A. ALL visitors to the Police Department Building are to be signed in by personnel assigned to the Front Desk.
- B. ALL visitors to the Police Department Building shall enter through the front door and be signed in by Police Department personnel.
 1. Desk Personnel shall request identification in the form of a driver's license, California identification card, or some other form of official identification bearing the subject's name and photograph.
 2. The sign-in log shall be completed by the employee assigned to the desk and shall include the name of the visitor, I.D. verification, and the purpose for the visit to the Public Safety Building.

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3. The visitor will then be given a color-coded "Visitor" nametag, bearing the initials of the employee signing the visitor in. If the visitor is a peace officer with another law enforcement agency, the visitor must wear their duty badge in a place which is visible to department personnel. In this case, a visitor badge will not be necessary.
 - a. The color coding shall be as follows:

FIRST FLOOR	-	RED
SECOND FLOOR	-	BLUE
BASEMENT	-	GREEN
JAIL	-	ORANGE
TOUR GROUP	-	PURPLE
4. The desk employee, or the employee the visitor is here to see, will escort all visitors to their destination. **UNDER NO CIRCUMSTANCES ARE VISITORS TO BE VERBALLY DIRECTED TO THEIR DESTINATION AND LEFT UNESCORTED.**
 - a. Desk personnel shall inspect all bags and packages brought into the station by the visitor.
5. When the visitor has completed their business within the Public Safety Building, it **SHALL** be the responsibility of the employee the visitor is conducting business with to escort the visitor back to the front desk area to be signed out of the building.
6. When the visitor has completed their business within the Public Safety Building, the Front Desk employee shall retrieve the visitor name tag, and sign the visitor out of the building on the visitor log, date and initial.
7. Tour groups can be logged in by the employee giving the tour, indicating the group represented, i.e., "Washington School," indicating the number of visitors. A special "TOUR GROUP" sticker will be worn by each member of the tour group.

II. APPLICATION OF POLICY/PROCEDURE:

This Policy/Procedure applies to all personnel accepting Police Department Building visitors. For example, if a parole agent brings a prisoner to the Jail via the sally port, the parole agent is to remain within the jail facility. If there is a need for the parole agent to respond to the Watch Commander's office or the Records Bureau, Jail personnel shall escort the parole agent to the front desk to be signed in.

III. ENTRY DOOR/GATE CODES:

The entry door codes (front lobby and back door of Police Department Building) as well as the parking lot gate code shall be changed every six (6) months. The Building

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Maintenance Technician shall be responsible for ensuring this change is accomplished every six (6) months.

IV. PUBLIC NOTICE:

- A. The following signs shall be posted in the Police Department lobby, and at the back door of the Police Department building:

ALL VISITORS MUST SIGN IN AT THE FRONT DESK AND RECEIVE A VISITOR'S PASS.

PHOTO I.D. REQUIRED BEYOND THIS POINT.

NO PUBLIC RESTROOMS.

ALL BAGS AND PACKAGES ARE SUBJECT TO SEARCH PRIOR TO ENTERING SECURED AREAS.

GENERAL 250

250.0 TITLE: PARKING ON POLICE DEPARTMENT PREMISES, COUNTY PREMISES

Effective Date: 5-8-84

Revised Date: 06-17-02 (Author: Judy Ramsey, Police Records Manager)

Prior Revision Dates: 10-30-97, 02/23/98, 8-31-99

250.1 SYNOPSIS:

The Pomona Police Department has in excess of 150 vehicles assigned to various work units. Controlled parking regulations in the available parking areas are essential for the safety and convenience of all personnel. This procedure describes parking requirements of police units and parking restrictions of private vehicles on or near the Police Department facility.

250.3 STATUTORY REFERENCES:

Section 21113 - California Vehicle Code

Section 22511.11 – California Vehicle Code

250.5 PROCEDURE:

I. Police Department Vehicles

- A. All Police Department owned vehicles that are assigned parking spaces shall be parked in their assigned space when at the Police building, except when being washed in the wash rack.
- B. Parking in the east-west driveway is prohibited.
- C. The sally port shall be used to load and unload prisoners. Vehicles shall be moved from the sally port as soon as possible to enable the use of the sally port by other personnel. Vehicles that are assigned spaces shall be moved to the assigned space.

II. Private Vehicles

- A. Permit required.
 - 1. All private vehicles using the permit stalls in the west lot or the employee lot at Sixth and Park shall display a permit visible through the front windshield or hanging from the rear view mirror. The permit shall be readily visible from the exterior of the vehicle. Any vehicle not displaying a permit as described is subject to citation.
 - 2. Permits for parking may be obtained from the Office of the Chief of Police.

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3. Loaner parking permits will be maintained in the Watch Commander's office for personnel utilizing a loaner vehicle. The loaner permit shall be returned to the Watch Commander's office at the end of the employee's shift.
4. Privately owned employee vehicles, including motorcycles, on Police Department premises shall not be parked in any space other than those marked "Permit Parking" at any time.
 - III. Handicap Parking
 - A. One space located on the north side of the west lot established pursuant to Vehicle Code 22511.11
 - IV. Employee Motorcycle Parking
 - A. One space designated "Employee Motorcycle Parking Only" is located at the south end of the east side of the west parking lot and is restricted to privately owned motorcycles belonging to Pomona Police Department employees.
 - V. Visitor Parking
 - A. There are 4 spaces located on the west side of the west parking lot marked "Visitor" and posted "One hour parking, Police Department business only". Pomona Police Department personnel shall not park in these spaces at any time. These spaces are intended for citizens and members of outside agencies conducting business at the police building, 24 hours a day, 7 days a week.
 - VI. Permit Parking
 - A. There are 6 spaces located on the west side of the west parking lot marked "Permit" and posted "Permit parking only". These spaces are to be used in accordance with Section II of this procedure.
 1. Personnel shall not park City owned vehicles in these spaces at any time.
 - VII. County Property, i.e., restricted parking lot at Pomona Municipal and Superior Courts.
 - A. The reserved parking stalls for the courts are not to be used for parking by anyone other than the person who is assigned to that space. This includes all times of the day, night, weekends, and holidays. There are no special conditions or regulations that authorize temporary or limited parking in the restricted stalls, therefore, no parking is permitted.
 - B. Violators are subject to citation. Watch Commanders and supervisors are to ensure that enforcement action is taken when requested by appropriate court

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personnel. The Commanders of all divisions are to be advised if their personnel are found to improperly park in the court parking facilities.

- C. Personnel of this Department shall not park on privately owned property in the vicinity of the Police Department without the permission of the owner or person in control of the property.

GENERAL 300

300.0 TITLE: LOCKER ROOM MAINTENANCE AND PROCEDURES

Effective Date: 5-22-85

300.1 SYNOPSIS:

A procedure which will eliminate the health hazards (insect infestations), odors, clutter and disorderly appearance in the male employees' locker room and adjoining shower and wash rooms, by allowing for regular cleanup and maintenance.

300.5 PROCEDURES:

I. General Procedures

- A. Each employee will be permitted to store only one pair of footwear on top of his assigned locker.
- B. All other articles, including clothing, briefcases, equipment, etc., shall be stored elsewhere.
 - 1. Storage of clothing and other articles on the floor, in the aisles, in the shower room, under the benches, or on the hooks will not be permitted.
 - 2. The coat racks will be used only to hang raincoats and duty jackets. Uniform shirts and pants shall not be hung or stored on the coat racks.
 - 3. Wet towels and clothing shall be hung on the drying rack section only.
 - 4. Available shelf space can be used for equipment bags and briefcases.
 - 5. Employees shall not place decals, stickers or other decorations on the outside of lockers. No private locks shall be used.

GENERAL 399

399.0 TITLE: LONG-TERM CARE FACILITY REPORTING

Effective Date: 04-11-2016 (Author: Lt. C. Hsu)

Revised: N/A

399.1 SYNOPSIS:

To establish a procedure for event notification reports submitted by long-term care facilities (LTC).

399.2 STATUTORY REFERENCE:

The Patient Protection and Affordable Care Act of 2010 established the Elder Justice Act of 2009 that stipulates that all instances of suspected crimes committed against residents or others receiving care in a LTC must be reported to a local law enforcement agency (Section 1150B).

399.3 POLICY/OVERVIEW:

It is the policy of this department to review event notification reports submitted by LTC facilities in Pomona. These event notification reports are compliance reports submitted by LTC facilities to document incidences of simple batteries between residents that do not require medical aid and an immediate police response.

399.4 PROCEDURES:

I. Records Responsibilities

- a. LTC facilities will fax their event notification report to our Records Bureau.
- b. Records staff will conduct a local search and note any prior incidences involving the reported parties.
- c. After conducting a local search, they will deliver the LTC event notification report to the on-duty Watch Commander for review.
- d. Once the LTC event notification report has been reviewed by the on-duty Watch Commander, PPD Form 399 is completed and no further police action is required, Records staff will enter information from PPD Form 399 into our Records Management System.
- e. The Records Bureau will retain PPD Form 399 and the LTC event notification report.

II. Watch Commander Responsibilities

- a. The on-duty Watch Commander will review all LTC event notification reports.
- b. The event notification reports are compliance reports submitted by LTC facilities to document incidences of simple batteries between residents that do not require medical aid and an immediate police response.

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- c. LTC event notification reports are reviewed to determine if an immediate police response is needed. The reviewing Watch Commander should consider dispatching an officer in these events.
 - i. Any injury that does not meet the meaning of a simple battery and required medical aid.
 - ii. Incidents involving resident(s) where LTC event notification report and return it to the Records Bureau.
 - iii. Incidents between an LTC facility staff member and resident that is a simple battery or results in an injury to either party.
 - iv. Any incidents that the Watch Commander deems requires an immediate police response.
- d. If no further police response is required, the Watch Commander will complete PPD Form 399, attach it to the LTC event notification report and return it to the Records Bureau.
- e. If the Watch Commander determines that further investigation is required, he will assign the LTC event notification report to a patrol officer for further investigation.
 - i. If upon further investigation, PPD Form 399 may still be used to document the event if it meets the criteria set forth in this policy.
 - ii. If the event does not meet the criteria set forth in this police, the investigating officer will complete the appropriate investigation.

GENERAL 400

400.0 TITLE: PREREQUISITES AND ARRANGEMENTS FOR VEHICLE TRANSPORTATION ON CITY BUSINESS

Effective Date: 10-22-84

400.2 POLICY/OVERVIEW:

Whenever possible, City owned vehicles shall be used to meet transportation needs while conducting authorized City business. If this avenue is not available, all City business shall present evidence of acceptable motor vehicle financial responsibility. Reimbursement claims for mileage driven for City business in privately owned vehicles will not be honored unless the concerned employee has submitted an "Evidence of Financial Responsibility" form (Personnel Form #1.6). NOTE: This form must be renewed annually.

NOTE: The stated policy prohibits the use of City vehicles for personal purposes, e.g., personal banking, shopping, leaving and collecting laundry, etc. Employees are reminded that personal business is permitted during allotted lunch hours, except when the employee is operating a City vehicle. However, sound management policies do not allow an employee to conduct personal business during scheduled working hours.

400.4 DEFINITIONS:

"City Business", for the purpose of this subject matter, is defined as any driving for which an employee is required to perform in order to complete his or her City payroll sanctioned assignments.

400.5 PROCEDURES:

I. Authorized Use of Private Vehicle on City Business

A. Prior to the use of a privately owned motor vehicle, the employee shall contact his immediate supervisor to ascertain if a City motor vehicle is available. The Supervisor or Watch Commander, upon being contacted, shall first;

1. Assign a Police Department vehicle (Patrol or Detective unit) if one is available.
2. If none is available and the vehicle is needed for use in Pomona, call ext. #261, between 8:15 a.m. - 5:15 p.m., and ascertain if a City vehicle is available from the City motorpool.
3. If a vehicle is needed for out of City use call Ext. #384 between 7:00 a.m. - 4:00 p.m., to ascertain availability.

NOTE: If the Out of City vehicle is returned between 4:00 p.m. - 9:00 p.m., the keys may be deposited in a drop box located next to the fleet operations office door. (Monterey and White)

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Those employees attending a professional meeting or conference, stakeouts, out of jurisdiction subpoena, etc., at which there is more than one (1) employee attending, shall use one vehicle. In the event that more than one vehicle is used, only one employee shall be reimbursed unless prior approval from his/her supervisor has been given for more than one private motor vehicle to be used.

B. Reimbursement

1. Employees having use of a private motor vehicle for City business are eligible for reimbursement on a per mile basis, in accordance with the current approved rate.
2. If the employee reports to, or leaves from other than his regular work station, the City shall reimburse any additional mileage over and above regular to and from work station mileage.
3. Upon the completion of the assignment, which requires use of a private motor vehicle, the employee shall complete "Request for Mileage Reimbursement" form (copy attached) and submit it to his/her supervisor, for approval.
 - a. For Court appearances, the form shall be completed and turned in with the officer's Court Appearance Form PPD-58, to the Watch Commander.
 - b. For those employees who have a claim for more than one day, per month, the "Request for Mileage Reimbursement" form shall be submitted on the first day of the following month.
 - c. The approving supervisor shall be responsible for entering the correct program budget code on the "Request for Mileage Reimbursement" form in the "Program Cost Distribution" Section.
4. The completed forms will be routed to the Payroll Clerk for transmittal to the City Finance Department.
5. A supply of "Request for Mileage Reimbursement" forms is available in the Watch Commander's Office, and from the Payroll Clerk.

GENERAL 405

405.0 TITLE: USE OF MOBILE DATA TERMINALS

Effective Date: 1/95

Revised Date: 05-10-99 (Author: Sgt. Andrew)

Prior Revised Date: 09/12/95

405.1 SYNOPSIS:

Describes the general procedures and operations for the use of the Mobile Data Terminal System.

405.2 POLICY/OVERVIEW:

The mobile digital terminal is operated on a licensed federal communications channel and accesses confidential records from the State of California, Department of Justice and Department of Motor Vehicles. Officers shall comply with all federal and state rules and regulations that apply. The MDT shall be used for official police communications only.

405.4 DEFINITIONS:

M.D.T. -- Mobile Data Terminal.

Code 1000 -- Activation of the RED emergency button on the M.D.T.

405.5 PROCEDURES:

I. Use of Computer Terminals

- A. Procedures governing the use of computer terminals include, but are not limited to, the following:
 1. No person shall operate a MDT terminal without authorization, an assigned employee number, and a "password" for the system involved.
 2. No person shall use another employee's employee number or password to access any system.
 3. Security clearances for Police personnel will only be entered after an employee has successfully completed the training module prescribed for the level of access requested.
 4. N.C.I.C. training must be presented by trainers who have been certified by the Department of Justice for security clearance.
 5. MDT terminals shall only be used for official Department business.
 6. Employees must "sign off from a MDT terminal at the end of their shift.

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7. No employee shall tamper with; or negligently or willfully damage an MDT terminal.
8. Care must be used when an MDT terminal is accessing the California Law Enforcement Telecommunications System (CLETS) to preclude the public view of the screen.
9. Members shall not use information obtained from, or through, any Automated System for personal gain.

II. Units With MDT Capability Usage

- A. Units with MDT capability and assigned to patrol beat responsibility will sign-on and use the MDT for Dispatch and inquiry purposes within departmental policy.

III. Unit Sign-On

- A. All officers assigned to a unit with MDT capability will sign-on to the MDT as soon as briefing is completed. This ensures that the Dispatcher knows the unit's capability, manpower, and status.
- B. Sign-on Procedures
 1. Press F-1 (log on)
 2. Type in employee's City identification number.
 3. Type in employee's password (password will not display on screen for security reasons).
 4. Type in Radio Call ID. Example: A11, E12
 5. Type in second officer's City identification number or name. (Nothing else.)
 - a. When using the MDT, employees shall not use any nicknames or monikers to identify themselves or other assigned personnel.
 6. Press send.

IV. Use Of MDT While Operating Vehicle

- A. The only keys that officers may use while they are operating a vehicle which is in motion, are those status keys (F-1 through F-13) which are located on the status key pad on the MDT which require only one key stroke (i.e., 10-8, ENROUTE, 10-97, etc.)

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- B. Officers are reminded that reading the MDT screen while their vehicle is in motion is a very dangerous practice. It should only be attempted when the message is of such importance that it **requires** immediate attention. They do so only when it can be accomplished in a safe manner without endangering the officer or the general public.

V. Point-To-Point Messages

- A. MDT point-to point messages are “audited” on a regular basis by Watch Commanders. Point-to-point messages must only be used to conduct police department business. All messages are recorded and saved on magnetic tape for audit purposes.
- B. Messages that are of a sexual nature, racist, or otherwise critical of any employee of the City or member of the general public are strictly forbidden.
- C. Employees of this Department receiving any messages that are of a sexual nature, racist, or otherwise critical of any employee of the City or member of the general public shall immediately report the incident to a supervisor.
- D. **There is no expectation of personal privacy on the POMONA MDT System. All records and transactions are subject to audit.**
- E. Data used in conducting Police Department business is protected by state law. Every employee who uses a computer or computer terminal must recognize his or her responsibility for the security and accuracy of information in that computer system. Deliberate attempts to access unauthorized data will be recorded and may result in disciplinary action, up to and including, loss of employment and prosecution under applicable laws.
- F. Violations of any of the above will be considered to be serious in nature and may be cause for disciplinary action.
- G. General point-to-point messages will be used by dispatch for broadcasts, extra patrols, general information, or confidential information.

VI. MDT Database Inquiries

- A. Officers shall not use the MDT for inquires on vehicles, property, and persons when officer safety is a factor or when the police car is in motion. Whenever possible, officers will ensure that database inquiry information is not visible to the public.

VII. Database Hit verification Procedures

- A. All database inquiries receiving a positive “HIT” will be received directly by the officer in the field and must be confirmed through dispatch. The officer will take

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appropriate safety measures and then advise dispatch of the hit. Dispatch will determine the officer's location and initiate the appropriate hit confirmation procedures as quickly as possible. Dispatch will advise the officer as soon as the hit information has been confirmed. Dispatchers will note in the call history all of the hit information and action taken.

VIII. Activity And Call Acknowledgment

A. Priority "O", Priority One And Priority Two Calls:

When assigned to a Priority "O", Priority One and Priority Two calls, responding officers shall verbally acknowledge the call and their arrival at the location. When possible, the officers will also use the MDT for acknowledgment of the call and arrival at the location. It is recommended that officers depress the appropriate MDT key prior to the verbal acknowledgment. When depressing the 10-97 key, CAD will automatically send the arrival message to all other assigned units.

B. Non Priority One and Priority Two Calls:

It is the officer's responsibility to acknowledge the call on the M.D.T. and change the unit's status to ENROUTE as soon as dispatched. Upon arrival at the location, the officer will change the unit status on the M.D.T. from ENROUTE to 10-97.

IX. Assignment Of Call:

A. Calls for Service:

All calls-for-service will be assigned by the Dispatch Center. At no time will an officer use the MDT to self-assign or self initiate a call. If officers wish to exchange call responsibility, this must be controlled by Dispatch to ensure the correct units are assigned and that each officer's MDT is in the correct call status in CAD.

B. Priority "O" Calls:

All priority "O" calls will be dispatched both verbally and via the M.D.T. to ALL Pomona units. Dispatch will then assign the call to the handling units. Assigned units will then acknowledge the call verbally and depress the ENROUTE button. Any unit closer to the call that is able to respond will notify dispatch verbally.

C. Priority One And Priority Two Calls:

All Priority One and Two calls will be dispatched both verbally and via the MDT. In addition to the specific units being assigned to a Priority One call, Dispatch will end their broadcast of the call with the incident number of the call. Other non-

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assigned units may retrieve call information through the use of the Display Call command on the MDT.

D. Non Priority One And Two Calls:

For non Priority One and Two calls, the call will be sent to the assigned unit via the MDT only. Upon receiving the call, the officer will acknowledge the call and place themselves **ENROUTE** via the MDT.

X. Clearing Calls And Giving Dispositions:

A. Each officer shall be responsible for clearing themselves off a call. One unit can not clear all of the assigned units from CAD using the MDT,

B. Priority "O", Priority One And Two Calls:

When the call is completed, the **assigned** officer will verbally clear the call as well as enter the DISPO via the MDT, The officer will enter the call disposition, the correct call type, and correct location on the CALL DISPOSITION screen to clear the incident. Added remarks will include information on arrested subjects, vehicle description, etc. When the CALL DISPOSITION key is depressed, it will automatically change the officer's status to 10-8, ready for assignment. It is recommended that officers depress the appropriate MDT key prior to the verbal acknowledgment.

C. Non Priority One And Priority Two Calls:

On non Priority One and Two calls, officers shall advise of their 10-8 status and the disposition of the call using the MDT CALL DISPOSITION screen. When the CALL DISPOSITION key is depressed, it will automatically change the officer's status to 10-8, ready for assignment.

XI. Dr Number Requests

A. Requests for DR numbers by field personnel will be done under the following conditions:

1. If the officer is in their unit, they will use the DR number on the call sent via the MDT from dispatch.
2. If the officer is not in their unit, they will ask for a **verbal** DR number on orange channel and it will be given over the air by Dispatch.

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XII. "Code 7" Procedure:

- A. Units will request approval for Code 7 over the M.D.T. by sending an administrative message to the Orange Dispatcher. Along with the request, the Officer will give the Dispatcher his/her intended destination.
- B. Dispatch will send back an administrative message via the M.D.T. approving or denying the request.
- C. After the officer is cleared by Dispatch for Code-7, the officer will then push the ENROUTE key on the M.D.T.
- D. When the officer arrives at the intended location, he/she will depress the 10-97 key, (F-4)
- E. When Code-7 is completed, the officer will clear using the DISPO. screen (F-12). The officer will enter under disposition "04" which will clear the unit from Code-7 status and change the unit's status to 10-8.

XIII. Bomb Calls:

- A. When investigating reports of possible bomb, officers will turn off their MDT's. This will be done to enhance safety at the scene.
- B. Operating the MDT may cause some devices to detonate.
- C. Upon completion of the call, the officer will re-access CAD by turning the MDT on, wait for the completion of the data download, and then type **INV** followed by their password. This will automatically re-initiate the unit back into CAD.

XIV. Activation of the "Emergency" Button:

- A. Whenever the "**EMERGENCY**" button is depressed on the MDT, (CODE 1000), the following procedure shall be followed:
 - 1. Communications will receive an alarm alert notification from CAD giving the officers last **known** location. If the officer is out at a **known** location, Dispatch will send one backup unit "**code 3**"
 - 2. Dispatch will then both verbally and over the MDT's notify all units that a specific unit's "emergency" button has been activated.

For example....**Pomona unit's A12 code 1000 at Holt and Garey Avenue.**
 - 3. Dispatch will then call the unit and state, "**Code 1000**".

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4. This will alert the unit that Dispatch has received a notice of an activation from the emergency button in the officer's unit.
 - a. **The emergency button should only be used in those situations where the officer is in need of immediate backup and is requesting a unit "Code-3".**
 - b. If there is no emergency, the officer should answer "**Code 4**" and all units will resume their normal activity.
 - c. If there is no response, the Dispatcher will advise the backup unit that there was no response and continue the unit to the officer's location.
 - d. If the officer is not out at a known location, the Dispatcher will attempt to raise the officer by first asking "**Code 1000**". If the Dispatcher does not receive a response, one unit will be dispatched "Code 3" to the officers **last known** location. The Dispatcher will continue attempting to raise the officer over the radio to ascertain the officer's status.
 - e. Dispatch will notify the Watch Commander and the on duty Sergeant of the "**Code 1000**" status of the officer.
 - f. The Emergency button should be used only in those situations when the officer is unable to use his/her radio in requesting assistance.

XV. Unauthorized Reprogramming of M.D.T. Software:

- A. Officers will not enter the "Windows Applications" program and alter any of the programs or settings for M.D.T.
- B. Officers will not attach any equipment such as a printer, lap top keyboard, etc...to the M.D.T. without prior approval.
- C. Officers will not remove the dummy cards from the "Ram Card Drive".
- D. Officers are not to copy any information from the M.D.T. to a separate disk or "Ram Card".

GENERAL 406

406.0 TITLE: CLEARING CALLS WITH MOBILE DATA TERMINALS

Effective Date: 4/95

Revised Date:

406.1 SYNOPSIS:

Describes the proper procedures in clearing calls for service with the Mobile Data Terminals. Certain calls will be flagged by the computer which will be compiled into a Patrol Briefing Log.

406.2 POLICY/OVERVIEW:

The Patrol Briefing Log has been developed to assist and provide the patrol officer with the latest information on suspects, stolen vehicles, crime patterns, etc. The information added to the patrol briefing log will be the responsibility of the officer clearing his/her call with the use of the Mobile Data Terminal. Officers shall, whenever possible, use the Mobile Data Terminals to clear themselves from their calls.

406.4 DEFINITIONS:

M.D.T.-- Mobile Data Terminal.

FINAL CALL TYPE:-- The correct code section that correlates to the officers call disposition.

PRIMARY CLEAR SCREEN:--(F12) on the MDT terminal which is to be used by the primary assigned officer when clearing a call.

406.5 PROCEDURES:

- A. Procedures governing the clearing of calls for service with the use of the M.D.T.
 - 1. Officers shall use the Primary Clear Screen, (F12) on the M.D.T. when clearing calls for service.
 - 2.. When using the Primary Clear Screen officers shall complete all three (3) information fields where applicable.
 - 3. Officers using the disposition codes will need to use two (2) numerics for the disposition to be acceptable to the computer. The following disposition codes shall be used in the field marked "Disposition " on the Primary Clear Screen.

DISPOSITIONS:

- A. 01--Unable to locate.

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- B. 02--Gone on arrival.
 - C. 03-- Party advised.
 - D. 04-- Checked OK
 - E. **05-- Assisted (Not to be used with the Primary Clear Screen)**
 - F. 06-- Field interview card completed.
 - G. 07-- Cited
 - H. 08-- Information received.
 - I. 09-- Arrest.
 - J. 10-- Report taken.
 - K. 72-- Marked for 72 hours.
4. When applicable officers will clear their call by completing the Final Call Type field.
- A. When the officer wishes to have a call flagged by the computer and added to the Patrol Briefing Log, the officer will put an **asterisk** before the final code section located in the Final Call Type Field, **example....*211 PC_**
 - B. The following call types **shall** be cleared with an asterisk when clearing the call on a M.D.T:
 - 1. 187 P.C
 - 2. 664/187 P.C.
 - 3. 261 P.C.
 - 4. 664/261 P.C.
 - 5. 211 P.C.
 - 6. 664/211 P.C.
 - 7. 215 P.C.
 - 8. 245 P.C.
 - 9. 459 P.C
 - 10. 459 AUTO
 - 11. GTA
 - 12. GTA RECOVERY
 - 13. CRITICAL MISSING
5. When applicable officers will complete the remarks section field located in the Primary Clear Screen.

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- A. The remarks section contains space for only 60 characters.
- B. To get as much useful information onto the Patrol Briefing log, officers will need to abbreviate their remarks as much as possible.

GENERAL 417

417.1 TITLE: USE OF DEPARTMENT FAX EQUIPMENT

Related Procedure Manuals: REC 2-009

Effective Date: 2/15/90

417.2 SYNOPSIS:

This policy sets forth the criteria for use Department of facsimile equipment while also providing an audit trail of distribution.

417.3 POLICY:

The facsimile machine located in the Serious Habitual Offender (SHO) grant office is to be utilized only for SHO grant business and within the guidelines as stated in the current Court Order of the Presiding Judge of the Juvenile Court of Los Angeles County related to SHO grant sites.

Official police reports and any other documents not attributable to the SHO program shall be faxed only from the Record Bureau fax machine and in accordance with this policy.

417.5 PROCEDURE:

I. Authority To Use

- A. Only Record Bureau personnel shall operate the Fax machine located within the Record Bureau.

II. Conditions of Use

- A. Each document to be "faxed" shall be accompanied by a Fax Cover Sheet (see Attachment A) which shall be completed by the employee requesting that a document be "faxed".
- B. Documents are to be faxed only to another law enforcement agency or to insurance companies participating in the Department Fax Billing program (see Records Procedure # =-===).

III. Faxing Process

- A. Present a completed Fax Cover Sheet to the on-duty Supervisor/Sr. Police Clerk, providing any other information as may be needed at that time to insure proper delivery.
- B. The Supervisor/Sr. Police Clerk will assign the task and advise the requester when the transmission is completed.
- C. Assigned Records Employee

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1. Upon transmitting the document, the Records Clerk shall complete the Records portion of the Fax Cover Sheet and file it with the original report or, if the document is not an official police report, shall return the completed Fax Cover Sheet with the original document to the on-duty supervisor who will forward same to the requester.

IV. Juvenile In-Custody Reports

- A. When time is of the essence, reports involving in-custody Juveniles may be faxed (after approval) to Intake Detention Center (I.D.C.) in El Monte at any of the following numbers: (818) 575-5493, (818) 444-2726, or (818) 443-3423.
 1. After faxing any report to I.D.C. at any of the three fax numbers given above, it shall be the responsibility of the Police Clerk actually transmitting the document to call (818) 575-4338) to confirm receipt of documents.
 2. Confirmation is to be noted on the original Fax Cover Sheet and listing the name of the person confirming receipt of the documents.

GENERAL 450

450.0 **TITLE: REVIEW PROCESS FOR COMPUTER RELATED ACQUISITIONS AND AUTOMATION PROJECTS**

Effective Date: August 4, 1997 (Author: John Pang)

450.1 **SYNOPSIS:**

Meeting the Police Department's overall information and technology needs call for ongoing prudent management of available resources. Prioritization criteria and request procedure for IT goods and services are outlined in this order.

450.2 **POLICY/OVERVIEW:**

No unauthorized personnel shall add, delete, or otherwise modify Departmental computer equipment by installing hardware and/or software beyond the scope of the installed equipment's normal intended use. Such installation/removal activities on a Department authorized computer which modifies or alters the operation of the established existing applications are prohibited. If an employee perceives that an information technology related modification is needed to increase his/her efficiency of operations, the ensuing procedure shall be observed.

450.3 **DEFINITIONS:**

Information Technology - Any subject matter whereby the areas of functional responsibilities are assigned to the Information Technology Unit.

Client/Server Computing - A computing approach which divides computing into three basic components - a client, a server, and a network that connects the client to the server. The client and the server are both computers with varying degrees of processing power. The client component is generally identified by a networked computer workstation. Its function is to request and retrieve information from the end-user from a data source residing on another location on the network. The server component is generally identified by one or more networked computers. Its function is to store and maintain data and data processing routines and deliver such data upon request from a client. The network is generally identified as the physical cabling, other connecting devices, and the communications enabling operation system (i.e., infrastructure) which allow the client and server components to get the job done.

450.5 **PROCEDURES:**

- I. Personnel seeking to implement any modifications relating to information technology matters shall:
 - A. Submit a request explaining the nature of the software/hardware modification(s) being sought through the chain-of-command. Prior to request submittal, the employee may arrange to meet with personnel from the Information Technology Unit to identify, articulate or otherwise specify the nature of the intended request. Upon receipt of a request from the requesting employee, the affected supervisor in the employee's chain shall determine whether to reject or continue routing the

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pending request. A completed "Pomona Police Department Purchase Request" form or "Asset Forfeiture" form containing the requisite expenditure account information shall accompany the pending request.

- B. The Computer Program Analyst shall advise the requesting supervisor on whether an "IT Request Form" will be necessary. This determination will be based on face value assessment of whether potential adverse impact may exist between the pending request and the Department's overall IT goals to achieve client/server computing.
 - 1. If an "IT Request Form" is deemed not necessary, the Computer Program Analyst shall write: "Reviewed by:" and initial the accompanying Purchase Request or Asset Forfeiture form. The request documents shall be returned to the requesting supervisor for requisition processing.
 - 2. If an "IT Request Form" is deemed necessary, the computer Program Analyst shall prepare this form. The completed "IT Request Form" will provide a summary of the request, the projected impact the request would have in respect to the Department's overall client/server computing goals, possible alternative(s) for the request, and estimated applicable costs. The completed "IT Request Form" shall be returned to the requesting supervisor. The requesting supervisor shall process the pending request through the chain-of-command to the Division Commander.
- C. Following a review of the request and attendant documents, the Division Commander will decide on the request. Following this consultation, the Division Commander may deny the request, approve the request and authorize available funds for its implementation.

GENERAL 461

461.0 **TITLE: AUTOMATED LICENSE PLATE READERS (ALPRs)**

Effective Date: 04-05-2016 (Author: Sgt. Patrick O'Malley)

Xref: Lexipol Policy 461

461.1 **SYNOPSIS:**

To establish procedures for the ALPR to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes but is not limited to (Code § 1798.90.51; Civil Code § 1798.903.53). This duty shall be the responsibility of the Administrative Services Division Commander.

461.2 **POLICY/OVERVIEW:**

The main ALPR policy is noted under Lexipol Policy 461. This procedure will clarify some of the requirements listed in section 461.2.1 (ALPR Administrator), as well as the requirements noted under the indicated civil code sections.

461.3 **DEFINITIONS:**

ALPR: Automated License Plate Reader

461.4 **PROCEDURES:**

This procedure will satisfy the additional requirements noted under Lexipol 461.2.1 and civil code requirements

- a. All sworn staff, professional staff, and the senior system technicians are authorized to use or access the ALPR system or to collect ALPR information.
- b. All data collected by the ALPR can be shared with other law enforcement agencies upon approval by the Administrative Services Division Commander.
- c. All approved department members that use or access the ALPR system must be trained by the assigned ALPR Sergeant. The ALPR Sergeant will have attended a train the trainer class by the ALPR company.
- d. The ALPR system will be monitored and audited by the assigned ALPR Sergeant. Random audits will be conducted at least once per month to verify users and searches conducted are authorized and approved, and conform to applicable privacy laws.
- e. Records of access into the ALPR program are automatically maintained within the program and stored on the server. Security will be insured by a firewall, a mandatory login and password with user authentication to access the database, an isolated physical server, and a justification for audit log requirement to do any database searches.
- f. The person assigned to oversee the ALPR operation will be designated each year by the Chief of Police.
- g. The retention of the ALPR data will be for a period of 365 days. All data that is 366 days old will automatically be destroyed from within the program. The custodian of records will ensure that all data pertaining to the ALPR program is retained, destroyed and maintained per other applicable department city policy.

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- h. The Administrative Services Division Commander will be responsible for insuring that the ALPR Lexipol and related procedure is posted on the department's website.
- i. Authorized uses of the ALPR data will only be for law enforcement purposes. This is included but not limited to identifying stolen or wanted vehicles, stolen license plates and missing persons, gathering information on active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

GENERAL 500

500.0 TITLE: SHOTGUN, RIFLE AND BEAN BAG SHOTGUN PROCEDURE

Effective Date: 8-26-87

Revised Date: 9-11-12 (Author: Lt. Joann Guzek)

Prior Revised Dates: 11-19-01, 09-17-08

Related Manuals: PAT 6-200, DET 1-909, JAIL 4-500

500.1 SYNOPSIS:

Procedure for inspecting, safe handling, and servicing of unit assigned shotguns, rifles and bean bag shotguns.

500.3 POLICY/OVERVIEW:

The Rangemaster shall inspect all weapons assigned to police vehicles prior to them being certified for field use. Each weapon must be operable and loaded with department approved ammunition. Officers are responsible for ensuring weapons are maintained in a serviceable condition and that they are properly stored in the weapon's assigned vehicle or the department's armory. Any discrepancies in inventory shall be reported to a the Watch Commander.

500.5 PROCEDURE:

I. Officer Responsibilities

A. General Procedures

1. Officers shall inspect the weapons in their units prior to going 10-8 and shall ensure that the appropriately assigned weapon is in their unit. If it is found that the wrong weapon is in a unit, or if a weapon label is mutilated or destroyed, it shall be reported to the Watch Commander before going in the field.
2. When checking out or checking in weapons from the Armory, the weapons log form shall be completed by the officer in its entirety and the jailer shall double-check the accuracy of each entry and then initial the form.
3. The Watch Commander shall be notified at once if there are any discrepancies discovered by any employee regarding the inventory of weapons. If the Watch Commander cannot reconcile the discrepancy within that duty shift, the Patrol Division Commander and Rangemaster shall be contacted without delay.

B. Weapon Inspection Procedure – 590 A-1 Shotgun

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1. Remove the shotgun from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Unload the shotgun by depressing the “shell stop” and removing slug rounds from the magazine tube. Visually inspect to ensure no rounds remain in the tube.
3. Open the action (press the slide release if needed) and visually inspect the chamber to ensure no rounds remain in the shotgun.
4. Close the action on an empty chamber, point the shotgun in a safe direction and press the trigger to drop the hammer, complete a function test on the shotgun to ensure the trigger will reset and that the safety works.
5. Visually inspect the shotgun for damage, check that the light is operable and that the weapon is in serviceable condition.
6. Ensure the weapon number matches the unit assigned. If the number does not match, the Officer shall report the information to their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon.
7. Check the extra slug rounds in the stock to ensure four are present.
8. Point the shotgun in a safe direction, ensure the slide is in the forward position and pull the trigger to drop the hammer, place the safety in the safe position.
9. Load the five slugs in the magazine tube and lock in the weapon rack.
10. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

C. Weapon Inspection Procedure - AR-15 rifle

1. Remove the rifle from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Unload the rifle by removing the magazine (if in rifle) pull the charging handle to the rear and lock it back by pressing the bolt stop/release button.
3. Visually inspect the chamber to ensure no rounds remain in the rifle.

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4. Close the bolt on an empty chamber, point the rifle in a safe direction and press the trigger to drop the hammer, complete a function test on the rifle to ensure the trigger will reset and the safety works, keep the hammer in dropped position.
5. Visually inspect the rifle for damage, check that the light is operable and that the weapon is in serviceable condition.
6. Ensure the rifle number assigned matches the unit assigned. If the number does not match, the Officer shall report the information to their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon
7. Close the dust cover.
8. Place a loaded 30 round magazine (with 28 rounds) in the rifle and lock in the weapon rack.
9. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

D. Weapon Inspection Procedure – Beanbag Shotgun

1. Remove the beanbag shotgun from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Check the beanbag shotgun magazine tube visually to ensure no rounds in the tube.
3. Open the action (press the slide release if needed) and visually inspect the chamber to ensure no rounds remain in the shotgun.
4. Close the action on an empty chamber, point the shotgun in a safe direction and press the trigger to drop the hammer, complete a function test on the shotgun to ensure the trigger will reset and that the safety works. Place the safety in the safe position.
5. Visually inspect the beanbag shotgun for damage, check that the weapon is in serviceable condition.
6. Ensure the weapon number assigned matches the unit assigned. If the number does not match, the Officer shall report the information to

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their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon.

7. Check that four beanbag rounds are in the stock and visually check each one to ensure they are beanbag rounds.
8. Return the beanbag shotgun and lock in the weapon rack.
9. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

II. Unserviceable Weapons Reporting Procedures

- A. When a weapon is in need of maintenance, or is damaged, the officer requesting the repair shall fill out an Equipment Service Request Tag.
 1. Equipment Service Tags are kept in the armory for your convenience.
 2. If it is determined that a weapon is not serviceable, the officer shall take it out of service immediately. This is accomplished by returning the “unloaded” weapon and rounds (shotgun and beanbag shotgun only) to the armory and attaching a completed “equipment service request” tag to the weapon. The officer will turn the weapon over to jail personnel in the armory and will turn in all ammunition (shotgun and beanbag shotgun only) from the magazine tube. Any rounds in the stock will remain.
 3. Completely describe the problem with the weapon that is being taken out of service (i.e., service due, will not eject, etc.)
 4. Attach the Equipment Service Request Tag to the weapon with a rubberband, and leave same in the armory.
 5. The weapon taken out of service shall be replaced with one of the weapons marked “spare” from the armory until such time that repairs can be made. Officers shall not use a weapon assigned to another as a replacement.

III. Armory

- A. The Armory shall be checked daily by the Jail Services Graveyard Supervisor to ensure ample weapons are available for duty use. In the absence of the Jail Supervisor, the Jailer-In-Charge shall assume this responsibility. He/She shall then notify the Rangemaster for any service needs.

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- B. Discrepancies in inventory shall be immediately reported to the Watch Commander and later reported in writing to the Jail Manager. Procedures outlined in section III D. below shall be followed for any missing weapons prior to securing from duty.
- C. Removal of weapons from the equipment room for training, servicing, or repairs.
 - 1. Weapons taken from the equipment room by the Rangemaster for training or servicing shall be be logged out on the armory by the rangesmaster on the Weapons Log Form and initialed by a Jailer.
 - 2. When weapons are returned to the station armory, they shall be released to jail personnel. The rangemaster shall log the weapons in on the Weapons Log Form and the form shall be initialed by a Jailer.
- D. Weapons found to be missing shall be immediately reported to the on-duty Watch Commander. A search for the weapon shall commence immediately. If the weapon is not located that shift, the on-duty Watch Commander shall notify their chain of command via e-mail, and ensure appropriate steps are taken in an attempt to locate the weapon. A police report shall be taken as soon as active attempts to locate the weapon are exhausted.
- E. The Watch Commander shall forward an e-mail to the Operations Captain, Rangemaster, and Support Services Lieutenant advising of the missing weapon, and steps taken to locate.
- F. Rangemaster Responsibilities
 - 1. The Rangemaster shall conduct biannual (January and July) inspections of the station armory to ensure all weapons assigned to the armory are properly accounted for. This will include an inspection of each police unit that has weapons assigned.
 - 2. The Rangemaster shall also ensure all weapons are operable and numbered correctly.
 - 3. If any weapon is discovered to be missing the Rangemaster shall follow the procedures set forth in section III D. to ensure all steps are properly taken to attempt to locate the missing weapon
 - 4. Spare weapons shall be properly identified and marked as "Spare" with a corresponding number on the stock.
 - 5. At least two spare weapons of each type shall be maintained in the station armory.

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- G. At least once per month each of the four Patrol Lieutenants shall inspect the armory for abnormalities and to ensure the inventory forms are being completed correctly.

GENERAL 507

507.0 TITLE: USE OF THE M3 TACTICAL LIGHT ON DEPARTMENTALLY APPROVED WEAPONS

Effective Date: 01-10-02

Revised Date: 02-06-02 (Author: Sgt. Matt Stone)

507.1 SYNOPSIS:

Procedures and Guidelines concerning the use of the M3 Tactical Light attached to a Department approved pistol for duty use.

507.2 POLICY/OVERVIEW:

The Department recognizes police officers conduct searches for armed and dangerous suspects. Many searches are conducted during darkness or inside of enclosed spaces with low or no light. Police officers must utilize a flashlight to search for the armed and dangerous suspects. The use of a tactical light attached to a police officers pistol allows the police officer to maintain better control over the pistol and ensure the pistol and searching light are presented in the direction of the threat.

507.5 PROCEDURES:

- I. Police officers who elect to use the Streamlight M3 Tactical Light attached to an authorized pistol and secured in an authorized holster for duty use must:
 - A. Obtain a Department approved holster and the Streamlight M3 Tactical Light at their own expense.
 - B. Attend Department training covering the use and limitations of the M3 Tactical Light before the system is utilized on duty.
- II. Use
 - A. Departmentally approved pistol with the M3 Tactical Light attached may be deployed in any situation where a firearm may be lawfully used.
- III. Limitations
 - A. The M3 Tactical Light does not replace the flashlight. All officers should carry a flashlight, as not all situations are appropriate for the deployment of a pistol with the M3 Tactical Light.
 1. Inappropriate use of the M3 Tactical Light includes, but is not limited to, the following examples:
 - a. Searching in instances where deployment of the pistol is not warranted
 - b. Illuminating a subject's pupils
 - c. Using to signal or gain the attention of any person

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- B. The M3 Tactical Light may only be used by an officer who has a Departmentally approved holster that accommodates both the pistol and the M3 Tactical Light.
 - 1. The approved holster for use with the M3 Tactical Light is the Safariland 6280 or 6285.

GENERAL 511

511.0 TITLE: STORAGE OF SUSPENDED OFFICERS BADGES, WEAPONS, AND CITY I.D. CARD

Effective Date: 8-4-88

Revised Date: 06-19-96 (Author, P.S.T. W. Smith)

Previous Revision Date: 02-25-92

511.1 SYNOPSIS:

Establishes a procedure for the storage of an Officer's badge, weapon, and I.D. card during a period of an administrative investigation or suspension.

511.5 PROCEDURE:

- I. Collection of badges, weapon and City I. D. card.
 - A. The Supervisor who places an Officer on suspension or under an administrative investigation is responsible for the collection of that Officer's Department issued weapon and badges as well as the City I. D. card.
 - B. The Supervisor shall then store the suspended Officer's equipment in the armory located in Records.
 - C. These items are to be tagged so as not to be re-issued during the period of time of the suspension or administrative investigation.
 - D. The administering Supervisor may decide not to collect the Officer's weapon, badge and I.D. Card after taking into consideration the severity of the violation and the length of the suspension.
- II. Return of stored weapon, badges, and City I.D. card.
 - A. The Captain of the affected employee shall notify the employee's supervisor when the final disposition of the suspension or administrative investigation is completed with the final resolve.
 - B. If the stored equipment is to be integrated into the Department supply for re-issue, it will be delivered to the Administrative Staff Services Logistics Coordinator.
 - C. If the Officer is to be given back the stored equipment, the Supervisor shall respond to the armory and obtain those items to be returned. The Supervisor shall then give the badges, weapon and City I. D. card back to the Officer.

GENERAL 512

512.0 TITLE: SURRENDER OF DEPARTMENT ISSUED PROPERTY ON SEPARATION FROM ACTIVE CITY SERVICE

Effective Date: 06-19-96 (Author, P.S.T. W. Smith)

512.1 SYNOPSIS:

Establishes procedures for employees that are terminated, retired or resigning.

512.5 PROCEDURES:

- I. Upon separation from active service, each employee is obligated to relinquish all Department issued property.
 - A. Once it is determined that an employee will no longer be employed with the Pomona Police Department, the Captain of the separating party, or his designee, shall instruct the Administrative Secretary assigned to Administrative Investigations to initiate a Personnel Action Form which the Captain/designee and departing employee (if available) will sign.
 - B. The Administrative Investigations Administrative Secretary will distribute the original Action Form to the Human Resources Department in City Hall and copies of the Action Form to the Personnel Development and Training Administrative Secretary, Payroll Clerk, Deputy Police Chief's Office, and the Administrative Staff Services Logistic Coordinator.
 - C. Human Resources shall hold the employee's last check pending notification to release from the Administrative Staff Services Division Logistic Coordinator, or Captain.
 - D. The Administrative Staff Services Division Logistics Coordinator shall ensure that the employee relinquishes their keys, gun, ammunition, identification card, badges, pager, uniforms and all other Departmental property and equipment. Upon completion of the task, the Administrative Staff Services Division Logistic Coordinator shall advise the Human Resources Department of the completed assignment and authorize the release of the employee's last check.

GENERAL 520

520.0 TITLE: ACCOUNTING AND CONTROL OF EQUIPMENT PURCHASED WITH FEDERAL GOVERNMENT HOMELAND SECURITY GRANT PROGRAM (HSGP) FUNDS

Revision Date: 5-14-18 (Author: M. Robledo)

Prior Revision Dates: 5-25-16

520.1 SYNOPSIS:

Procedures for purchasing, controlling and accounting for equipment purchased with Federal Government Homeland Security Grant Program (HSGP) funds.

520.3 STATUTORY REFERENCES:

Code of Federal Regulations Title 44, Part 13.32(d)(1) Equipment.

520.5 PROCEDURES:

- I. Use of equipment;
 - A. The Pomona Police Department shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and shall not encumber the equipment without approval of Federal Government awarding agency. When the equipment is no longer needed for the original project or program, the recipient shall use the equipment in connection with its other federally-sponsored activities.
 - B. During the time that equipment is used on the project or program for which it was acquired, the Department shall make it available for use on other projects or programs if such other use will not interfere with the work on the project or program for which the equipment was originally acquired.
- II. Property management and control:
 - A. Equipment records shall be maintained accurately and shall include the following information.
 1. A description of the equipment.
 2. Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
 3. Grant Year, Project Line and Alpha designation, AEL number, Source of the Property (Fund).
 4. Whether title vests in the recipient or the Federal Government.
 5. Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.

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6. Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).
 7. Location and condition of the equipment and the date the information was reported.
 8. Unit acquisition cost.
 9. Ultimate disposition date, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal Government awarding agency for its share.
- B. Equipment owned by the Federal Government shall be physically inventoried every year and indicate Federal ownership.
1. A physical inventory of equipment shall be taken and the results reconciled with the equipment records every year. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The Business Services Unit's Management Analyst shall, in coordination with identified Department personnel, and in connection with the inventory, coordinate and verify the existence, current utilization and continued need for the equipment with each department or program unit supervisor in control of the property. The function of equipment inventory will be coordinated between the Business Services Unit's Management Analyst and personnel identified by the Investigative Services Division Commander.
 2. For each year that a physical inventory inspection of equipment is required, the Department's "Homeland Security Program Grant Property and Equipment Inventory Listing" shall be verified and updated. The Business Services Unit's Management Analyst will coordinate with identified personnel who will be responsible to visually inspect each item on the "Homeland Security Program Grant Property and Equipment Inventory Listing" every year. The date and results shall be documented on the Property and Equipment inventory listing. Copies of the updated Inventory Listing shall be provided to the Business Services Unit to maintain in the original grant file and to the Division Commander most responsible for identifying, applying and acquiring HSGP funding.
 3. A written memo shall be sent to the Police Department's Deputy Chief confirming the date the inspection was conducted along with a copy of the updated "Homeland Security Program Grant Property and Equipment Inventory Listing."

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- C. Control System and HSGP department or program unit supervisor
1. The assigned Homeland Security Grant Program (HSGP) department or program unit supervisor will ensure each piece of equipment is maintained in working condition in accordance with its intended purpose pursuant to the Federal Government Homeland Security Grant Program award.
 2. The assigned HSGP department or program unit supervisor and identified personnel will physically account for each piece of equipment under each program unit and verify the existence, current utilization and continued need for the equipment every year.
 3. The assigned HSGP department or program unit supervisor will perform random checks of the equipment to ensure that the property is in good order and being maintained in a satisfactory condition.
 4. The assigned HSGP department or program unit supervisor will fully investigate and promptly make a written report of any equipment that is damaged, lost or stolen.
 5. The Business Services Unit's Management Analyst will make all available records of equipment purchases, records of disposal and all reports related to equipment purchased with federal funds available for inspection when requested.
 6. The Police Business Services Unit shall keep the original copy of all records of equipment purchases, records of disposal and all reports related to equipment purchased with federal funds, available for inspection when requested, and hold according to the required retention period.

III. Equipment disposal;

- A. When acquiring replacement equipment, the Department may use the equipment to be replaced as trade-in or sell the equipment and use the proceeds to offset the costs of the replacement equipment subject to the approval of the Federal Government awarding agency.
- B. In the event that any HSGP property or equipment is determined to be lost or damaged, the assigned HSGP department or program unit supervisor shall conduct a thorough investigation of the identified contributing facts of said lost, damaged or stolen equipment and complete the City of Pomona's Damaged or "Lost City Equipment/Property Report" pursuant to the City's Damaged or Lost City Equipment/Property Policy. Once this report is completed, the Police Department Business Services Unit's Management Analyst shall provide a copy of the completed report to the grantor designated County of Los Angeles CALEMA agency. In addition to this report, a transmittal memo shall accompany the report that includes the action to be taken by the City to replace the subject damaged, destroyed or lost equipment/property.

GENERAL 530

530.0 TITLE: REQUIRED USE OF THE BALLISTIC HELMET

Effective Date: 02/06/19 (Author: Corporal A. Rodriguez)

530.1 SYNOPSIS:

To outline the proper use and requirement of sworn personnel in the wearing of Department issued ballistic helmet:

530.2 POLICY/OVERVIEW:

It is the policy of this Department to provide ballistic helmets to all sworn personnel. The helmets are to be worn as outlined in this procedure. While it is understood certain investigations may not require the protection of a ballistic helmet, this policy should not preclude the individual officer from making his/her own decision to wear their helmet.

530.5 PROCEDURES:

- I. Officer should put their helmet on when practical and reasonable, without placing themselves or others at risk.
 - A. When worn, the helmet shall be properly secured by the chinstrap.
- II. Circumstances when an officer should consider wearing their ballistic helmet may include, but are not limited to:
 - A. Responding to a call where shots are being fired
 - B. Responding to a 998 call
 - C. 211 in progress.
 - D. Responding to a disturbance where violence is anticipated.
 - E. A call where the suspect is barricaded.
- III. Situations that require the use of a ballistic helmet if immediate circumstances permit.
 - A. Serving a pre-planned search/arrest warrant.
 - B. Civil disturbance, riot, or violent demonstration.
 - C. A violent gathering or disturbance where officers are currently being assaulted by bottles, rocks, etc.
 - D. Any call where the SWAT Bearcat is deployed
 - E. When a ballistic shield and / or plate carrier vest is deployed.

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- F. A call where the suspect has a firearm.
- G. Actively searching for an armed suspect.
- H. At the direction of a supervisor.

IV. Officer Responsibilities

- A. To bring their ballistic helmet for every duty assignment.
- B. To give reasonable care to their helmet, preventing unnecessary wear, damage and breakage.
- C. To immediately advise their supervisor in writing when their helmet is lost, stolen, damaged, or unserviceable.

V. Supervisor Responsibilities

- A. Ensure all assigned officers have their issued ballistic helmet, face shield, and protective helmet bag.
- B. Ensure that officers wear their ballistic helmets as required.
- C. Forward written documentation regarding lost, stolen, damaged, or unserviceable helmets per Lexipol Policy 700.2(a).

VI. Helmet Accessories

Only the following patches may be worn on a ballistic helmet:

- A. Cloth name tape with officer's first initial and last name. (Black name tape with white lettering.)
- B. Cloth Blood Type patch.

The following items may be affixed to a ballistic helmet:

- A. Helmet light attachment
- B. Goggles / Eye protection

GENERAL 550

550.0 TITLE: EMERGENCY SUPPLIES/EQUIPMENT DISTRIBUTION

Effective Date: 3-27-00 (Author: Alicia Rodriguez)

Related Procedures Manual: Multi-Hazard Functional Plan

550.1 SYNOPSIS:

The purpose of this policy is to provide procedures for distributing emergency supplies/equipment to personnel. These instructions apply to all permanent full-time City of Pomona employees.

550.2 POLICY/OVERVIEW:

As part of its preparedness, the City of Pomona has emergency supplies and materials stored at City Yards. These supplies are to be used by City personnel in the event of a major incident or disaster.

550.3 DEFINITIONS:

“Emergency Supplies Storage” – markings on door at City Yards. This area has been designated to store emergency/disaster supplies and equipment.

“Unauthorized usage” – unauthorized use of listed items may result in disciplinary action up to and including termination.

550.5 PROCEDURES:

I. Distribution

- A. In the event of a major incident or disaster, the Police Department Watch Commander shall notify the Emergency Services Coordinator. Request for emergency supplies/equipment should be made through the Emergency Operations Center at 590 South Park Avenue. The EOC Logistics Section Chief shall coordinate the distribution and maintain an inventory list of all available equipment and supplies. The EOC Transportation Unit Leader shall make arrangements for pick-up and delivery if necessary.

II. Security

- A. The Pomona Police Department shall be responsible for the securing of the emergency/disaster storage supply bay. The decision to assign an officer to provide security shall rest with the Watch Commander.

III. Access

- A. In the event that personnel are assigned to pick up equipment/supplies, a “drive through” approach shall be used. Personnel shall enter City Yards through the main gate, proceed South past the refueling pumps to the building, turn left (East)

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to roll-up bay door. All equipment/supplies shall be checked out with designated attendant. The Logistics Section Chief shall designate an attendant for this location.

IV. Inventory

- A. All supplies are mainly concentrated in the “Emergency Supplies Storage” located in the South building at City Yards, 636 West Monterey Avenue. Inventory of all equipment shall be conducted quarterly (January, April, July, and October) by the Disaster Preparedness Coordinator or designee. These lists shall be maintained and cataloged in the Emergency Operations Center (EOC) inventory.
- B. A complete list of available inventory and equipment will be provided and maintained in the Watch Commander’s Office on a quarterly basis. (This will assist the Watch Commanders in determining if the available equipment/supplies are needed or will help depending on the particular situation.)
- C. Attachments: Inventory List
 City Yard Plot Plan

**INVENTORY OF
EMERGENCY SUPPLIES
STORAGE-BAY AT CITY YARDS**

Date Inspected: _____

Initials/Department: _____

Description	Quantity	Pomona I.D.	Check-Off
Yamaha Generator	1	Yes	π
25 Gal. LPG Tanks	6		π
Ratchet Cable Cutters	6	Yes	π
Bolt Cutters	3		π
Hot Stick Cutters	2	Yes	π
5-Count Railroad Picks	9 Boxes		π
Wooden Pick Handles	47		π
Metal Tool Boxes	2		π
Pry Bars	9		π
18 Lb. Wedge Point Crow Bars	33		π
11 Inch Industrial Duty Shovels	50		π
Sledge Hammers	42		π
Dirt Hoes	12		π
USAR Stretchers	2		π
4-Count Canvas Cots	35 Box		π
19-Count Canvas Cots	2 Box		π
6-Count Cloth Blankets	30 Box		π
30-Count Disposable Blankets	21 Box		π
SK IV Sanitation Kits	29		π
High Lift Jacks	4		π
3300 BTU Propane Infrared Radiant Heaters	6		π
Disposable hand Towels	4 Box		π
75-Count Male Hygiene Kits	4 Box		π
60-Count Female Hygiene Kits	5 Box		π
Portable Electrical Extension Cords	12		π
Electric Hammer	1	Yes	π
Disposable Bath Towels	3 Box		π
Radiation Detection Sets	28		π
Portable Tele-Lite Flood Lights	4		π
Canvas Tents	28		π
Stretchers	12		π
Portable Toilets	20		π
20-Count Bag Liners	15 Box		π
30-Count Plastic Hard Hats	1 Box		π
Mega Phones	2		π
USAR Canopies Orange	5		π

Water

365 Box

π

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600.0 TITLE: EMERGENCY NOTIFICATION AND SCHEDULING

Effective Date: 4-17-2000(Author: A. Rodriguez)

Xref: Det. 1-200, Det. 1-500, Pat. 1-600, Pat 8-001, Pat. 8-010

600.1 SYNOPSIS:

The purpose of this General Procedure is to provide guidance to Police Department personnel in preparing for, responding to, and recovering from the effects of civil disturbance, disasters, or emergencies which may impact the City either directly or indirectly. This procedure does **NOT** intend to provide the Police Department with specific tactical or operational procedures. Division Commanders shall implement orders to appropriate staff.

600.2 POLICY/OVERVIEW

It shall be the policy of this Department that all Department personnel will report to work on their normal work schedule when notification of major incident is received unless they are notified otherwise by the Chief of Police or his designee.

This order is intended to give direction only when an unusual occurrence such as civil disorders, disasters, riots and other major incidents have occurred.

In the event of a major disaster, civil unrest, rioting, terrorist act, and/or at the direction of the Police Chief, an emergency scheduling plan will be put into effect. In the event of a major earthquake, or other sudden disaster, scheduling will be put into effect automatically. In the case of a pre-planned event that involves a law enforcement tactical plan and alert phase, an emergency scheduling plan will be put into the mobilization phase. This will be done by the Watch Commander, or highest ranking on-duty officer.

It is important that all Police employees and supervisors are aware of their position in the emergency schedule plan, especially in the case of assignment changes. The emergency schedule is based upon regular position assignment, not individuals. These assignments may be changed as an incident develops, or as needs are assessed. The emergency schedule allows employees to know when to respond during disaster and minimizes the amount of phone calls necessary. Police employees are considered essential for the protection and safety of the community during crisis situations.

The Department's Administrative Staff Services Division, Watch Commander, and Dispatch Center will maintain a list of all staff emergency telephone numbers. In the event of civil unrest, disaster, or emergency, every effort will be made to establish communications with employees. If telephonic communications are not possible, all police employees are expected to make every effort to report for duty. If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to the closest local jurisdiction to register as a *Disaster Service Worker*. All employees are declared to be Disaster Service Workers by Section 3100 of Chapter 8 of Division of Title 1 of the Government Code. This policy does not affect the handling of day-to-day operations. These will be handled by on-duty units, mutual aid agreements, and/or limited call-out of staff.

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600.3 STATUTORY REFERENCES:

Government Code Title 1, Chap. 8, Div. 4, Sec. 3100 - All public employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

600.4 DEFINITIONS:

1. **Unusual Occurrence:** An unscheduled physical event involving potential or actual personal injury or property damage arising from civil disturbance, natural disaster, riot, terrorist act, or other man-caused incidents that require exceptional police response and staff support in substantial numbers.
2. **Emergency Operations Center (EOC):** The command center from which the necessary command personnel and City staff personnel communicate, direct, facilitate communications, and coordinate resources during emergencies. The EOC shall approve emergency response coordination, quicken the dissemination of damage, situation assessment information, and enhance the decision making environment for local officials and emergency managers.
3. **Public Employee:** Includes all persons employed by the state or any county, city, state agency or public district, excluding aliens legally employed.
4. **Emergency Schedule:** 12 hour operational period. Shifts are changed at 12 hours intervals (12 hours on, 12 hours off).
5. **Operational Period:** While in emergency/disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. (0700 hours) and 7:00 p.m. (1900 hours) should sustain operations occur.
6. **Incident Commander:** The Chief of Police or his designated representative shall be the Incident Commander. The Incident Commander has the complete authority and responsibility of all law enforcement field operations.
7. **Incident Area:** That portion of the involved area and/or surrounding area which presents a hazard or police problem to such a degree that some form of restriction is necessary.
8. **Tactical Alert:** Is the initial stage of a potential Department mobilization. All on-duty Department personnel, Command Staff, SWAT Team, Detective personnel, and City Manager are advised of the alert. During the tactical alert, all police operations continue to function in a normal manner.
9. **Tactical Operations Plan:** This plan provides essential information in advance to the concerned/affected Department personnel. The plan should be delivered to the concerned/affected executive and management staff. Timely delivery of the plan will

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give each staff member sufficient time to familiarize themselves with the plan, Field Command Post, Staging Areas, etc.

10. **Stand-By Alert:** If conditions escalate beyond a tactical alert and it appears that the scope of the situation may be greater than can be adequately handled by on-duty personnel. During a stand-by alert, all off-duty regular and reserve personnel will be placed on stand-by and subject to immediate recall. If advisable, and at the discretion of the ranking officer, on-duty personnel may be placed on extended duty, and the SWAT Team and on-coming shift called to duty. These standby precautions will remain in effect until lessening of conditions permits cancellation, or until total mobilization becomes a necessity. During a stand-by alert, normal police operations may be reduced as deemed necessary by the senior ranking officer.
11. **Staging Area:** Is a site for the assembly of manpower and equipment for use in a specific operation. The site should be near the Incident Command Post to facilitate communications.
12. **Mobilization:** Requires an immediate recall of Department personnel, including those on days off or vacation. The tours of duty of on-duty personnel are extended. All Department personnel will remain on duty at their assigned work station until conditions permit a cancellation, or until properly relieved. Normal police functions may be curtailed. The mobilization call is executed by the Chief of Police, however, in his absence, the ranking on-duty officer may authorize this phase.

600.5 PROCEDURES:

- I. Watch Commander/Ranking Officer Responsibility:
 - A. It shall be the responsibility of the ranking officer on duty to utilize only those procedures necessary to cope with the situation.
 1. The ranking officer on-duty shall notify the Chief of Police, Patrol Division Captain, Command Staff, City Manager, Dispatch Manager, and Emergency Services Coordinator of the situation.
 2. The Watch Commander shall alert other City departments that may be affected, i.e., Fire, Public Works, etc., of the situation and what part they may be required to perform.
 3. All on-duty Department personnel may be placed on extended tours of duty, and will remain on duty until released by a competent authority.
 4. Utilization of civilian Department personnel, to include Desk Officers, Parking Officers, CSO's, Jailers, Dispatchers, Clerks, and any other needed employees, shall be utilized by Division Commanders within the scope of their training in any actual, or training for, emergency or disaster situations. Field orientated uniformed civilians may be utilized to augment traffic

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control posts, station security, staging area staffing, logistics support, courier services and other important support functions. In all cases, when extraordinary or emergency conditions exist, any utilization of civilian personnel must remain within the scope and/or logical extension of their normal duties and responsibilities. Their assignment to emergency related duties must remain under the guidance and supervision of sworn members of the Department.

II. Dispatch Center Responsibility:

- A. It shall be the responsibility of the Dispatch Center to notify the City Safety Officer, other City staff on stand-by duty, the Emergency Services Coordinator, and other agencies which may be impacted by the situation. The Dispatch Center shall notify the Emergency Services Coordinator on incidents which meet one or more of the following criteria:
 - 1. When there is a potential threat to life, property, or the environment which affects 25 or more individuals (Example - Major apartment complex fires where residents may be displaced).
 - 2. When two (2) or more City of Pomona departments are involved in field operations. (Example - Hazardous Materials Spill/Release or large "sinkholes" in City streets.)
 - 3. 2nd alarm or larger fires where City support services may be needed. (Examples - Fire where police services are needed for crowd and/or traffic control. HazMat incidents or other dynamic situations where evacuation is needed; or other fire incidents that require coordinated efforts from City departments to support the fire field operations.)
 - 4. When there has been an interruption to the Dispatch Center and/or Public Safety Answering Point (PSAP). (Examples - major power outages or non-functioning telecommunications.)

III. When To Activate The Emergency Operations Center (EOC)

- A. Pursuant to the Multi-Hazard Functional Plan (MHFP), the decision to activate the EOC lies with the City Manager, Police Chief, Los Angeles County Fire Chief, Director of Public Works, and/or the Emergency Services Coordinator.
- B. The Watch Commander is the 24-hour point of contact for warning and emergency notification of City staff. The on-duty Watch Commander is responsible for communicating the need to activate this plan with the Director of Emergency Services (City Manager).

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607.0 TITLE: USE OF FORCE BLUE TEAM REPORTING

Effective Date: 1-6-09

Revised Date: 11-6-18 (Author: Dispatch Manager Paul Alexander)

Prior Revised Date: 11-14-86; 08-31-89; 05-31-93; 03-11-96; 02-07-08; 01-11-10; 12-01-14; 04-01-16

Related Procedural Manual: PAT 8-007

607.1 SYNOPSIS:

Designates radio codes for unit assignment, establishes uniform radio codes and specifies call for service dispositions.

607.4 DEFINITIONS:

M.D.C.-Mobile Data Computer

607.5 PROCEDURE:

I. PHONETIC ALPHABET:

- A. To maintain uniformity and eliminate error in transmissions, the following phonetic alphabet shall be used:

A – Adam	N – Nora
B – Boy	O – Ocean
C – Charles	P – Paul
D – David	Q – Queen
E – Edward	R – Robert
F – Frank	S – Sam
G – George	T – Tom
H – Henry	U – Union
I – Ida	V – Victor
J – John	W – William
K – King	X – Xray
L – Lincoln	Y – Young
M – Mary	Z – Zebra

II. RADIO PROCEDURE:

- A. Proper use of radio:
1. Be impersonal. Use unit designation rather than names for radio communications.
 2. Pronounce words distinctly so they are understood by dispatch and fellow officers.

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3. Attempt a regular monotone voice on the radio, emotion tends to distort the voice.
4. Keep the microphone one to two inches from your mouth during transmissions and speak in a normal tone.
5. Take the microphone in hand while answering a radio transmission. Do not key the microphone from the dashboard area to replace a verbal "10-4" or to acknowledge a call.
6. Transmissions longer than 10-12 seconds should be broken up with a 5 second interval before resuming the completed message.
7. Frequencies are to be used in a professional manner, related to police matters.
8. Frequencies are to be listed as 1, 2, 3 and 4 (in place of Blue/Brown/Orange and CLEMARS.)

III. CALLS FOR SERVICE

- A. When called by the dispatcher or supervisor, acknowledge with your unit designation followed by your location. (First the street you are on, next the nearest cross-street or the hundred block of the street you are on.)
- B. Copy down the information when given a call if possible.
- C. On receiving a call via the MDC, acknowledge receipt by pushing the appropriate button putting yourself "enroute."
- D. Don't guess. Never respond "10-4" for a message until all details are clearly understood.
- E. Do not put out a "10-97" until you have actually arrived at the location to which you were dispatched/ then do so both on the MDC and over the radio on priority one calls.

IV. CLEARING CALLS

- A. Give brief, accurate dispositions; use disposition codes when possible. If involved telephone the dispatcher with details.
- B. If officers are clearing the station from a booking or call, phone communications with the disposition instead of using the unit radio.
- C. When clearing calls via the MDC, also let Dispatch know over the radio that you are "10-8."

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V. EMERGENCY OR CRITICAL SITUATIONS

- A. During critical or in-progress type situations the air should be cleared of unnecessary traffic. This should occur at the request of an officer assigned or involved. Assisting units should respond to an alternate designated frequency leaving the air clear for the handling officer(s).
- B. Continual interruption by assisting units can cause responding units to miss valuable suspect descriptions, direction of travel and other pertinent information.
- C. When a critical situation is under control, the handling officer will advise dispatch of "Code 4."
- D. When any personnel advise Communications to "Clear the Air" or when the Communications operator advises all radio users to "Clear the Air" for emergency traffic, all radio users shall switch normal and routine radio traffic to frequency #4, Orange frequency.

The exception to this will be when there is a tactical operation already on frequency #4, then the Communication operator will advise all radio users to switch to frequency #3, Brown frequency.

- E. (CLEMARS) frequency shall be used in accordance with the California Office of Emergency Services "CLEMARS Plan." It shall be used primarily in emergency, urgent, or special event "on-scene" activities. Four priority levels are authorized as follows:

- 1. Priority I:

Emergency operations of law enforcement agencies, primarily mutual aid activities.

- 2. Priority II:

Emergency or urgent operations of above, involving a single agency.

- 3. Priority III:

Special event control activities, generally of a pre-planned nature and generally involving joint participation of two or more agencies; or two or more police divisions, stations of CHP, etc.

- 4. Priority IV:

When no traffic of a higher priority classification is in progress, agencies participating in CLEMARS may utilize the frequency for local communications as a secondary means of communications.

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5. The use of "coded (i.e., voice scramblers) on CLEMARS is prohibited.

VI. UNIT-TO-UNIT TRAFFIC

- A. On main or alternate channels, officers should maintain proper radio demeanor which conforms to federal regulations.
- B. Do not conduct personal business on any frequency.
- C. The M.D.C. shall be used for official Police communications only.
- D. There is no expectation of privacy on the M.D.C. system. All records and transactions are subject to audit.

VII. RADIO DEMEANOR

- A. Do not argue with the dispatcher officers on the air.
- B. Personnel shall maintain professional radio demeanor, avoiding humor and/or sarcasm on the air.

VIII. RADIO CODES

- A. To eliminate lengthy air traffic and maintain uniformity in receiving and transmitting radio calls, the following codes shall be used. The following codes are those which are most commonly used:

Code One: Acknowledge receipt of message.

Code Three: Emergency. Used red light siren.

Code Four: No further assistance needed.

Code Five: Stake out. Other units avoid area, unless ordered to the location.

Code Six: Out for investigation.

Code Seven: Out of service to eat.

Code Nine: No other available units.

Code Ten: No further information available.

Code 14: Resume normal operation.

Code 20: Units request press for newsworthy incident.

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- 415: Disturbing peace; Disturbing subject; Disturbing music or party; Disturbing family; Disturbing fight; Disturbing tenants
- 417: Man (subject) with gun.
- 450: Arson
- 459: Burglary: residence or commercial, auto.
- 459 Audible: Ringer alarm.
- 459 Silent: Silent alarm.
- 484: Petty theft.
- 487: Grand theft.
- 505 Vehicle: Reckless driving.
- 594: Malicious Mischief.
- 647: (b) prostitution related.
(f) subject(s) under the influence of alcohol, drug or toluene.
- 902: Traffic accident.
- 902-H: Enroute to hospital.
- 904: Fire.
- 905-D: Dead animal.
- 906: Officer needs immediate assistance.
- 911-A: Contact informant.
- 911-B: Contact officer.
- 911-C: Contact citizen.
- 912: Are we clear?
- 913: You are clear.
- 914-N: Concerned party notified.
- 917-A: Abandoned vehicle.

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- 918-V: Violent insane person: also 5150 or subject possibly under influence of PCP.
- 919: Keep the peace.
- 923: Shots fired.
- 924: Station detail.
- 925: Person acting suspiciously.
- 925-A: Person acting suspiciously in vehicle.
- 926: Tow truck needed.
- 926-A: Tow truck ordered.
- 927-C: Check vicinity.
- 960: Traffic stop or subject check. No backup needed.
- 961: Traffic stop or subject check, back-up requested.
- 961-X-RAY Traffic stop or subject check, possibly armed and dangerous. One unit requested, Code-3, unless directed otherwise.
- 990: Station detail.
- 998: Officer involved shooting. All units shall respond, Code-3, unless directed otherwise. The number of units responding shall be determined by the Field Supervisor or Watch Commander.
- 999: Officer needs help, urgent. Mutual aid requested units shall respond Code-3, unless directed otherwise. The number of units responding shall be determined by the Field Supervisor or Watch Commander.
- 1000: Emergency activation on M.D.T. Officer needs help.
- 10-1: Receiving poorly.
- 10-2: Receiving well.
- 10-3: Stop transmitting.
- 10-4 O.K.
- 10-5: Relay.

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10-6:	Busy.
10-7:	Out of service.
10-8:	In service.
10-9:	Repeat, condition bad.
10-10:	Out of service subject to call.
10-11:	Dispatching too rapidly.
10-13:	Advise weather and road conditions.
10-14:	Convoy or escort.
10-15:	Prisoner in custody.
10-19:	Return to station.
10-20:	What is your location?
10-21:	Call station or other specified number.
10-22:	Take no further action last information.
10-23:	Stand by.
10-27:	Any answer per request.
10-28:	Check full registration (license number, name, etc.)
10-29:	Check for wants.
10-35:	Confidential information.
10-36:	Correct Time.
10-37:	Operator on duty.
10-42:	Officer at own residence.
10-81:	Office will be at station.
10-97:	Arrived on scene.
10-98:	Finished with last assignment.

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Call for service dispositions:

CODE	DESCRIPTION	DEFINITION
1	Unable to Locate (UTL)	Reporting party or nature of call cannot be located.
1G	Unable to Locate (UTL)	Reporting party or nature of call cannot be located. (Gang Related)
1T	Unable to Locate (UTL)	Reporting party or nature of call cannot be located. (Transient)
2	Gone on Arrival (GOA)	Reporting party or nature of call gone prior to arrival of Officer.
2G	Gone on Arrival (GOA)	Reporting party or nature of call gone prior to arrival of Officer. (Gang Related)
2T	Gone on Arrival (GOA)	Reporting party or nature of call gone prior to arrival of Officer (Transient)
3	Advised	Any call when an Officer provided information or advice to the reporting party.
3G	Advised	Any call when an Officer provided information or advice to the reporting party. (Gang Related)
3T	Advised	Any call when an Officer provided information or advised to the reporting party (Transient)
4	Checked 10-4	Everything was all right and no need for further action.
4G	Checked 10-4	Everything was all right and no need for further action. (Gang Related)
4T	Checked 10-4	Everything was all right and no need for further action. (Transient)
5	Assisted	Officer rendered assistance to a citizen or agency to resolve the nature of the call.
5G	Assisted	Officer rendered assistance to a citizen or agency to resolve the nature of the call. (Gang Related)
5T	Assisted	Officer rendered assistance to a citizen or agency to resolve the

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6	F.I.	nature of the call. (Transient) Field Interview Card completed.
6G	F.I.	Field Interview Card completed. (Gang Related)
6T	F.I.	Field Interview Card completed. (Transient)
7	Cited	Citation issued for vehicle code violation which does not require a written report.
7G	Cited	Citation issued for vehicle code violation which does not require a written report. (Gang Related)
7T	Cited	violation which does not require a written report. (Transient)
8	Information Received	Information received from reporting party that required no further action at this time.
8G	Information Received	Information received from reporting party that required no further action at this time. (Gang Related)
8T	Information Received	Information received from reporting party that required no further action at this time. (Transient)
9	Arrest	If person taken into physical custody or a citation and release in the field completed.
9G	Arrest	If person taken into physical custody or a citation and release in the field completed. (Gang Related)
9T	Arrest	If a person taken into physical custody or a citation and release in the field completed (Transient)
10	Report	A report was written. This includes reports written in conjunction with a vehicle code violation or city code violation.
10G	Report	A report was written. This includes reports written in conjunction with a vehicle code violation or city code

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10T	Report	violation. (Gang Related) A report was written. This includes reports written in conjunction with a vehicle code violation or city code violation. (Transient)
FA	Alarm Cite	Citation issued for a false alarm at a residence or business.
116	PPD Form 116	PPD Form 116 left with citizen
72	Marked for 72 hours	Abandoned vehicle marked for storage.

IX. RADIO CODES FOR BACK-UP ASSISTANCE

The following Radio Codes shall be used when a unit requests assistance, or designates an activity not requiring assistance.

The code will be followed with the type of activity such as "traffic," "subject check," "pedestrian check," or "checking a group," etc.

"960"	Traffic stop or subject check, no back-up at this time.
"961"	Traffic stop or subject check, back-up is requested. Back-up is non-emergent and the assisting officer will respond obeying all laws, listening for further information or change of status.
"961 X-RAY"	Traffic stop or subject check where Code-3 back-up is requested, problems are anticipated during the contact. Officers shall respond in accordance with the Code-3 policy.
"906"	Requesting officer is in, or anticipating imminent danger and needs assistance as soon as possible. Officers shall respond in accordance with the code-3 policy.

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X. UNIT DESIGNATIONS

Regular patrol units assigned to the squad system will have radio unit designations consisting of three (3) characters as follows:

- A. The first character in the radio call is the type of unit; that is the assignment and specialty of a unit. Below is the listing of unit assignments:

Air Unit	Aero Unit
Adam	One-Officer Unit
Boy	Two-Officer Unit
Charley	Star Team
Code	Code Compliance
David	Investigation Unit
Edward	Two-Officer Training Unit
Frank	Two-Officer Unit-1 Reserve
George	AB109 Task Force – LA County Fair
Henry	Report Taker
Ida	Civilian Volunteer
John	School Resource & YSU
King	Major Crimes Task Force
Lincoln	Watch Commander & Admin Lieutenants
Mary	Motor Unit
Nora	Bike Patrol
Ocean	Downtown Patrol
Paul	Public Service Technician and Parking Enforcement units.
Queen	Quality of Life Unit
Robert	Reserve Unit

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Sam	Sergeant
Tom	Traffic Unit
Union	Chaplain Program
Victor	Vice Team/Fairgrounds Carnival Units
William	Not Used
Xray	Downtown Patrol, Extra/Special Duty Unit
Yellow	(Not used)
Zebra	Staff Unit

- B. This second character in the Radio Call sign represents the unit's squad assignment.

1 = A	6 = F
2 = B	7 = G
3 = C	8 = H
4 = D	
5 = E	

- C. The third character in the Radio Call sign represents the beat assignment.

BEAT	CALL SIGN CHARACTER
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

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- D. Below is the listing of radio call signs by Division. Indicated are the various shifts of assignment, unit designation and beat or individually assigned radio call sign.

ASSIGNMENT	CALL SIGN
Chief of Police	Zebra 1
Deputy Chief	Zebra 2
Captain, Investigative Services	Zebra 3
Captain, Operations	Zebra 4
Police Civilian Div. Commander	Zebra 5
Available	Zebra 6
Available	Zebra 7
Available	Zebra 8
A.I. Sergeant	Zebra 9
A.I. Sergeant	Zebra 10
Jail Manager/Dispatch Manager	Zebra 11
Available	Zebra 12
Training Sergeant	Zebra 13
Available	Zebra 14
Cpl Backgrounds	Zebra 15
Cpl Reserve/Explorers	Zebra 16
Range Master	Zebra 17
Available	Zebra 18
Available	Zebra 19
CSI	Zebra 20
CSI	Zebra 21

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CSI	Zebra 22
Transport Van	Zebra 23
Community Programs	Zebra 24
Community Programs	Zebra 25
Community Programs	Zebra 26
Community Programs	Zebra 27
Available	Zebra 28
Desk Officer	Zebra 40
Desk Officer	Zebra 41
Desk Officer	Zebra 42
Desk Officer	Zebra 43
Radio Shop Technician	Zebra 51
Radio Shop Technician	Zebra 52
Radio Shop Technician	Zebra 53
Radio Shop Technician	Zebra 54
Investigator, Investigative Services	(David), (Assigned NBR)
Lieutenant, Watch Commander	(Lincoln) (Shift) L1 thru L4
Lieutenant ISD / Training	L5
Lieutenant Investigation Services	L6
Lieutenant Special Operations	L7
Available	L8
Sergeant, Patrol	(Sam) (Assigned NBR)

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One-Officer Patrol Unit	(Adam) (Squad) (Beat)
Two-Officer Patrol Unit	(Boy) (Squad) (Beat)
Canine Unit	(K-9) (Assigned Number)
Two-Officer Training Unit	(Edward) (Squad) (Beat)
Two-Officer Unit 1-Reserve	(Frank) (Squad) (Beat)
Aero	(Air) (Assigned NBR)
SRO/YSU	(John) (Assigned NBR))
MCTF	(King) (Assigned NBR)
Motor Unit Sergeant	(Mary1 Sgt)
Motor Unit	(Mary) (Assigned NBR)
Bike Patrol	(Nora) (Shift) (Assigned NBR)
AB109 Task Force	(George) (Assigned NBR)
Downtown Patrol	(Ocean) (Assigned NBR)
Parking Control	(Paul) (Assigned NBR)

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Quality of Life Unit	(Queen) (Assigned NBR)
Reserve Unit	(Robert) (Squad) (Beat)
Traffic Unit	(Tom) (Beat)
Chaplain Program	(Union) (Assigned NBR)
Extra/Special Duty Unit	(Xray) (Assigned NBR)
Available	Paul 18
Property Technician	Paul 19
Property Technician	Paul 20
Parking Enforcement	Paul (Assigned NBR)

NOTES:

- (a) If an officer transmits from a portable radio, the officer will use the regular call sign, followed by "Baker" (i.e., Adam II-Baker).
- (b) If a unit has more than one (1) investigator, the driver's designator becomes the unit's call sign.
- (c) Non-designated units, such as those transporting officers to court out of the City, will use an x-ray number assigned by dispatch.
- (d) Officers assigned to emergency situations such as floods, air disasters, and school disruptions, will be designated " Ocean" units, with the ranking officers identified as " Xray 11 ", the next ranking officer as " Xray 12 ", and so on. The ranking officer will ensure that all personnel receive a list of the assigned radio designators.
- (e) Officers assigned extra/special duty such as major events, sports events, dances, and store openings, will be designated "Xray" units, with the ranking officer identified as "Xray-11 ", the next ranking officer as "Xray-12 ", and so on. Concurrent functions will be sequentially numbered to differentiate them, and this number will

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precede the "Xray". For example, a Garey High basketball game could be "Xray-11 ", and another concurrent function could be "Xray-12 ", and so on. The ranking officer at each function will ensure that all personnel receive a list of the assigned radio designators.

- (f) The Los Angeles County Fair radio designators will be listed in the "Officer's Guide", issued to all scheduled personnel.
- (g) O11 O12 O13 reserved for Downtown (PBID) Patrol.

608.0 TITLE: DRUG RECOGNITION EXPERT PROGRAM

Effective Date: 02-26-18 (Author: Sergeant A. Bostrom)

608.1 SYNOPSIS:

This section establishes policy and procedures for certified Drug Recognition Experts and the Pomona Police Department Drug Recognition Expert Program.

608.2 REFERENCES:

The International Standards of the Drug Evaluation and Classification Program, which is a Product of the DEC Standards Revision Subcommittee of the Technical Advisory Panel of the IACP Highway Safety Committee.

608.3 OVERVIEW:

The purpose of the Department's Drug Recognition Expert Program is to:

1. Ensure officers certified as Drug Recognition Experts adhere to the International Standards of the Drug Evaluation and Classification Program (DECP) as approved by the Association of Chiefs of Police (IACP), and
2. Provide standardization within the Pomona Police Department for the use of specialized support in conducting and handling investigations involving subjects who are believed to be under the influence of drugs or a combination of drugs and alcohol.

608.4 POLICY:

It shall be the policy of the Pomona Police Department to utilize Drug Recognition Experts (DREs), if available, to identify and enhance any drug-related investigation to either rule out impairment or to arrest those persons who violate the law by the abuse or misuse of drugs, both legal and/or illegal.

The guiding principle for the Drug Recognition Expert is to meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

608.5 DEFINITIONS:

Drug: Any substance that, when taken into the human body, can impair the ability of the person to operate a vehicle safely.

Drug Recognition Expert (DRE): A DRE is an individual who has successfully completed all phases of training requirements for certification established by the

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International Association of Chiefs of Police (IACP) and the National Highway Traffic Safety Administration (NHTSA).

Rule-out: A determination made by a DRE that an individual's impairment is other than drug related (i.e. medical).

608.6 GENERAL PROCEDURES:

I. Program Administration

The DRE Program Coordinator will administer all aspects of the DRE Program to ensure it is being used effectively through proper training, coordination, certification, recertification, and documentation. This will guarantee proper oversight of Department Drug Recognition Experts (DREs).

II. Responsibilities

1. DREs are a resource for the entire Department concerning under the influence investigations, and/or ruling out influence, in certain critical incidents such as a MAIT response.
2. Assignment to the DRE Program is not a primary duty, but an auxiliary position within the Department.
3. Generally, DREs will be available during his/her duty hours as well as during overtime assignments.
4. DREs will be responsible for:
 - A. Maintaining his/her certifications and rolling logs to remain in good standing with DECP and the L.A. County District Attorney's Office,
 - B. Disseminating Department wide information relating to narcotics and under the influence laws and trends,
 - C. Coordinating training,
 - D. Completing police reports, and
 - E. Testifying in court as an expert witness.
5. DREs will carry all necessary equipment to deploy in a DRE capacity at any time.

608.7 REQUESTS FOR DRUG RECOGNITION EXPERTS:

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- I. DRE officers may assist with traffic related investigations, as well as any other investigation wherein such assistance would be beneficial to the case. Department members, regardless of Unit or Division, may request to use a DRE.
 1. The following are examples of incidents for DRE use:
 - A. Complex under the influence investigations where the handling officer is having difficulty identifying the drug category involved,
 - B. MAIT investigations,
 - C. Serious injury traffic collision where it is suspected that the driver is under the influence of drugs, or a combination of drugs and alcohol, **and** someone other than the driver is injured as a result of the collision, or
 - D. Felony offense with special circumstances where a DRE's expertise could be of assistance.
 2. If there is no DRE officer on duty,
 - A. The arresting officer may request a DRE officer from a neighboring agency, but only with the Watch Commander's approval.
 - B. If no DRE officer is available from an outside agency, the Watch Commander has the authority to call in an off-duty Pomona DRE officer(s) to conduct an evaluation if the situation warrants a response (in accordance with the DRE Call-Out Procedure).
- III. Requests from other agencies to use a Pomona PD DRE must be approved by the Watch Commander and is subject to the following:
 - A. The DRE shall have the authority to decline a request that he/she deems unsuitable.
- II. Traffic Related Investigations
 1. DUI-Drug Investigations
 - A. The initiating or handling officer should conduct the initial DUI investigation. This means administering the Standardized Field Sobriety Test (SFST) battery and preliminary alcohol screening test (PAS).
 - B. If the results of the SFSTs and/or other observed impairment is not consistent with the results of the PAS test (below .08% BAC), it is possible that the subject may be under the influence of some type of drug. The investigating officer may request a DRE. The DRE evaluation will be

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used to reaffirm or eliminate the investigating officer's suspicion that the subject was operating a motor vehicle while impaired.

- C. The handling officer will make the decision to arrest based on the observed impairment.
- D. Once a DRE is notified, he/she will determine whether to respond to the scene or have the arresting officer transport the arrestee to the police station for the DRE evaluation.
- E. When the DRE begins the 12 Step Drug Evaluation, the arresting officer shall remain with the DRE for officer safety purposes and is ultimately responsible for the arrestee.
- F. When the evaluation is complete, the DRE will notify the arresting officer of his/her opinion and complete their portion of the report (DRE Form and PPD Supplemental Report).
- G. If the DRE informs the arresting officer that there is no impairment, any further action will be taken at the discretion of the arresting officer.
- H. The only exception would be if the evaluation resulted in a "rule-out" determination by the DRE and the arrestee is released or remains in custody on charges other than DUI or any drug-related offense. Regardless, the DRE will complete a DRE report on the evaluation.
- I. The arresting officer is responsible for all paperwork and citations associated with the DUI arrest other than the DRE evaluation that will be completed by the DRE officer and attached to the arrest report.
- J. As a rule, a DRE officer should **not** be the arresting officer. A DRE officer should not conduct a DRE evaluation on his/her own DUI arrest. A second DRE officer should be used to conduct a DRE evaluation in the event a DRE is the arresting officer.
- K. All evidence related to a DRE evaluation shall be handled and preserved in accordance with Department policy and practice.
- L. If the evaluation is for another agency, the investigating agency shall be responsible for the chain of custody of all evidence samples.
- M. ALL completed reports related to a DRE evaluation shall be flagged with Records and copies shall be sent to the DRE Coordinator for review.

608.8 DRE SELECTION PROCESS:

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1. DREs will be selected based on the following criteria:
 - A. Desire to be a Drug Recognition Expert,
 - B. Sworn Police Officer with at least two years of Patrol experience,
 - C. Off probation and in good standing,
 - D. Self-motivated,
 - E. Supervisor and DRE Coordinator endorsement,
 - F. Willingness to commit a minimum of two years to the Program, and
 - G. Possession of, or ability to obtain, Standardized Field Sobriety Testing (SFST) and Advanced Roadside Impairment Driving Enforcement (ARIDE) certificates.
2. Officers interested in being part of the DRE Program will attach a *Special Detail Request* memorandum to an email and submit it to his/her immediate supervisor. Once memos are endorsed and routed, candidates will be selected with input from the Lieutenant in charge of the Traffic Services Bureau, the Division Commander, and the DRE Program Coordinator.

608.9 TRAINING, CERTIFICATION, AND RE-CERTIFICATION:

1. All DREs must adhere to and maintain the requirements established by the IACP Drug Evaluation and Classification Program requirements.
2. An officer selected to the DRE Program will:
 - A. Complete all required pre-requisite courses to attend a DRE School,
 - B. Successfully pass a POST certified (80-hour) DRE School,
 - C. Complete DRE field certification within 90 days of DRE School, and
 - D. Renew his/her certificates of continuing proficiency every two years.
3. According to IACP/DECP, a DRE shall demonstrate continuing proficiency by:
 - A. Performing a minimum of four acceptable evaluations since the date of last certification, all of which shall be reviewed and approved by a certified DRE instructor and one of which shall be witnessed by a certified DRE instructor. These evaluations may be performed on subjects suspected of drug and/or alcohol impairment or during classroom simulations; and

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- B. Completing a minimum of eight hours of state coordinator-approved recertification training since the date of the DRE's most recent certification, which may alternatively be presented in two sessions of no less than four hours each and which shall be consistent with any IACP standards for such training; and
 - C. Presenting an updated curriculum vitae and evaluation log to the appropriate coordinator (or his designee) for review.
4. Failure to Complete Training or Re-Certification
- A. Any officer failing to complete DRE School or failing to obtain regular re-certification shall not be used in a DRE capacity and may ultimately be removed from the Program.
5. A Progressive Training Program has been established to ensure an operational standard and motivate individuals to commit themselves to advanced training. Below is a Progressive Training Chart which lists prerequisite courses for DRE School attendance as well as advanced training courses:

DREs are encouraged to engage in additional training amongst themselves as well as with DREs from other agencies. On-duty training or details should be

YEAR ONE	
In House Training: D-TAPS	5 hours
SFST	24 hours
ARIDE	16 hours
YEAR TWO	
Datamaster Operators Course	4 hours
Alco-Sensor IV Training	8 hours
YEAR THREE	
DAR (Optional)	24 hours
DRE School	80 hours
Field Certification	
YEAR FOUR	
SFST Instructor Course	40 hours
YEAR FIVE	
DRE Instructor Course	40 hours

conducted during regular duty hours unless otherwise approved by the DRE Coordinator and the Watch Commander.

608.10 DEPARTMENT DRE PROGRAM COORDINATOR:

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The DRE Program Coordinator should be selected from the rank of Corporal or above by the Division Commander overseeing the Traffic Service Bureau.

1. DRE Program Coordinator responsibilities include, but are not limited to:
 - A. Monitor the use of DREs and the overall DRE Program,
 - B. Evaluate individual DRE performance,
 - C. Maintain liaison with the LA County District Attorney's Office D-TAPS Unit,
 - D. Maintain liaison with DRE Coordinators of other agencies,
 - E. Develop ongoing training for DREs to maximize their capabilities,
 - F. Maintain accurate records to document DRE activities,
 - G. Review all DRE reports to ensure compliance with guidelines and to identify training issues and other needs of the Program,
 - H. Ensure enforcement and observation opportunities for re-certification, and
 - I. Conduct regular DRE meetings.
2. It is the responsibility of the DRE Coordinator to ensure compliance, training attendance and successful completion of training and/or certification. He/She will also maintain an updated Progressive Training Chart listing the progress of each DRE officer in the DRE Program.
3. The DRE Program Coordinator will continually evaluate the DRE's performance and certifications. Any DRE who performs or functions at a less than satisfactory level, or who does not maintain his/her certifications will be subject to dismissal from the DRE Program.

GENERAL 610

610.0 TITLE: OPEN DOOR POLICY

Effective Date: 10-23-84

610.1 SYNOPSIS:

Provisions and guidelines allowing employees of the Department to directly communicate with the Chief of Police under certain circumstances.

610.2 POLICY/OVERVIEW:

It is the intent of the Chief of Police to allow every possible avenue open for communications. It is desired that employees of the Department know they can communicate with the Chief of Police, be heard, and have an opportunity to influence the direction, policies, programs and procedures from any level of the organization.

The Department's chain of command is established for several reasons. One of them is the effective and orderly flow of communications. As the Department's Rules and Regulations state, "All communication (written or oral) shall be via the chain of command, up and down. The chain of command shall be used in handling all Departmental business." (3.15) The direction is of utmost importance to effective organizational communications. It shall be followed for all formal or routine communications and/or those communications requiring action or decisions affecting the organization. There are times, however, when an employee of this Department may appropriately discuss matters directly with the Chief of Police.

610.5 PROCEDURES:

- I. Circumstances That Are Appropriate For Use Of The Open Door Policy Are:
 - A. Personal problems that the Chief of Police may offer advice or assistance for, that the individual is reasonably sure cannot be discussed or dealt with through the chain of command.
 - B. Discussions related to career pursuits, decisions, planning of the member, and future of the City and the Department relevant to the member's goals.
 - C. Dialogue for brainstorming related to the Police profession and school projects or program concepts.
 - D. Matters of concern to a recognized Employee's Association, and the member requesting a meeting with the Chief of Police is the President of the affected Association.

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- II. Circumstances Inappropriate For Consideration Of The Order Are:
 - A. Differences with an immediate supervisor or other member of the Department.
 - B. Appeals of decisions made by superior Officers.
 - C. Situations appropriately handled by established order, directive, or practice through the chain of command.

- III. Should an employee desire to exercise the policy afforded here, the employee shall advise his/her supervisor that he/she will be making an appointment to talk to the Chief of Police, but the employee does not have to be specific as to the nature. The employee may then contact the Chief's secretary for an appointment with the Chief. The Chief of Police will determine the appropriateness of an employee's use of the open door policy.

GENERAL 651

651.0 TITLE: THREATS OF PRESENCE OF NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) AGENTS

Effective Date: 3/21/00 (Author: A. Rodriguez)

Xref Related Procedures: Dispatch 2-280; Traffic 6-002; Pat 8-001; Code 4-080; City's Multi-Hazard Functional Plan

651.1 SYNOPSIS:

Providing a brief guideline for handling anthrax threat letters, packages and phone calls. It is meant to provide basic personal safety for Pomona Police Department Personnel who may, in the course of their normal job function, come in contact with or receive mail or parcels or answer telephones.

651.2 POLICY/OVERVIEW:

In recent years, the potential for incidents involving nuclear, biological and chemical agents has increased dramatically. Despite the extremely low probability that an anthrax threat would become a reality, it should be recognized that all such incidents have the capacity, however slim, to be authentic. It should also be remembered the perpetration of such a hoax is a criminal act and will be treated as such by law enforcement agencies. Anthrax is a bacterial infection which affects the skin, lungs and gastrointestinal tract. It can be contracted by inhalation (breathing) or ingestion (eating). Exposure to the anthrax bacteria is not immediately lethal or fatal. The flu-like symptoms typically take one to seven days to occur after exposure and can be successfully treated with antibiotics.

This policy is intended to provide guidance to City of Pomona First Responders and employees to ensure safe operations and to minimize disruption, which encourages a proliferation of threats.

651.4 DEFINITIONS:

Anthrax: is a bacteria, it occurs naturally in cattle, sheep and other hoofed animals. It can form spores which can be transmitted through inhalation.

651.5 PROCEDURES:

- I. As in handling any type of possible hazardous material, the acronym **SIN** still applies. Ensure the **S**afety of all personnel, **I**solate the area, and make appropriate **N**otifications. Call Fire for Hazmat response.
 - A. If, upon opening a letter, package, box, or parcel, which contains information regarding the contents being contaminated with or containing anthrax:
 1. REMAIN CALM
 2. Notify your supervisor of the situation remembering NOT to bring them into your work area or in contact with you.

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3. Stop handling the object and move away from it, being careful not to come into contact with other people. Warn all personnel to stay away from you, from the object and from your work area. Do not allow others to examine, touch or move the object.
 4. Immediately notify the Police Department Dispatch Center (620-2112) with complete detail of what has occurred and your exact location within the building. Relay as many details as possible regarding the object, especially if a powder, liquid or other substance is present. If a substance is present and has come in contact with you or your clothes, notify responders of this and follow their recommendations for decontamination procedures.
 5. Typical decontamination procedures: If a substance has come in contact with your skin and/or clothes, wet your clothes and skin to keep the spores from becoming airborne, then remove the contaminated clothing. Wash yourself with water and soap if available. Isolate the clothing you have removed. Tell responding fire and police personnel of the possible contamination, what you have done to decontaminate yourself and the location of any clothing you have removed.
 6. Follow normal emergency evacuation procedures, isolating those individuals who may have come in contact with any substance.
 7. DO NOT leave until released by fire or police personnel.
- B. If you receive written communication regarding an anthrax threat somewhere in the community:
1. Stop handling the object and immediately notify the Police Dispatch Center (911). Do not allow others to examine, touch or move the object.
- C. If you receive a telephone call regarding an anthrax threat somewhere in the community:
1. REMAIN CALM Try to keep the caller on the phone and get as much information regarding the location, type of device/container, time and method of release, etc.
 2. Try to remember as much as you can regarding the caller: male or female, voice type (deep, high pitched, youthful, etc.), accents, speech impediments, background noise and any other type of information you can obtain.
 3. Immediately notify the Police Dispatch Center of the type and nature of the call and follow their instructions. NEVER ASSUME A THREATENING PHONE CALL IS A HOAX!

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4. Police Dispatch Operators shall obtain as much information as possible. Determine source, i.e., 911 call, cell phone, or direct dial. Remember exact wording of threat and immediately notify the Watch Commander.
 5. The Watch Commander shall review the threat information. Immediately notify the Fire Department. Make notifications to the Los Angeles County Emergency Operations Bureau (EOB) at 323-980-2211. EOB will notify the FBI and the Department of Health Services (DHS) to assist in the threat assessment. Coordinate and dispatch field supervisors and handling units to location and/or to source of call if known.
 6. Responding units shall contact the manager/owner of the location and advise them of the nature of the threat. Conduct a visual search for suspect packages or dispersal device (bomb-type search) with management/owner. Attempt to limit the number of potentially exposed persons during the search phase. If call (911) was made from pay phone, hold phone and request immediate prints.
- D. Again, it is important to keep in mind that although anthrax hoaxes are highly likely, they must be evaluated by and responded to by trained professionals from law enforcement, fire, hazardous materials and emergency medical services. Even in the highly unlikely event of an actual release of anthrax, this is not an immediately fatal exposure. Anthrax infection can be treated successfully by antibiotics administered in the early phases of the illness.
1. All infected persons shall be treated at scene by trained personnel.

GENERAL 655

655.0 TITLE: RIOT CONTROL MUNITIONS POLICY

Effective Date: 6/28/93

Revised Date:

Related Procedure Manuals: DET 1-915, PATROL 8-675

655.1 SYNOPSIS:

This policy is to familiarize Department personnel of the riot control munitions available. It also describes the reason for their use as well as the authority for their use. It describes individual munitions and the methods of their deployment. It also places responsibility with the inventory of the munitions and the required documentation when the munitions are deployed.

655.5 PROCEDURE:

I. Use of Riot Control Munitions.

These munitions are designed to control civil disturbances that become hostile, riotous crowds and shall have the primary objective of one or all of the following:

- Prevention of Violence
- Suppression and Dispersal of Unlawful Crowds with Minimum Hazard to the Public and Law Enforcement.

II. Authorization for Use

- A. The use of riot control munitions may be authorized by the Watch Commander or, if applicable, the Incident Commander.
- B. When operating in a platoon or squad configuration, the squad leader may authorize the use of riot control munitions under emergency conditions.
- C. The person authorizing the use of riot control munitions shall be held responsible and accountable for its deployment. That person must be fully prepared to justify the decision at a later time if needed.

III. Description of Riot Control Munitions

A. 37mm Deployment Munitions.

1. Number 20 multiple baton rounds.
 - a. Deployed via a 37mm shoulder weapon.

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- b. Consist of approximately 220 3/8" rubber pellets contained in an 8" long cartridge, which are skip fired in front of a crowd.

B. 12 Gauge Shotgun Deployment Munitions.

1. Number 23 RP Round.

- a. Deployed via a 12 gauge shotgun.
- b. a shotgun cartridge load with 15 3/8" rubber pellets designed to be skip fired in front of a crowd.
- c. Hand thrown delivery system.

(1) Number 15 stinger rubber pellet and CS combo grenade.

- (a) Hand thrown into a crowd.
- (b) A rubber ball grenade body containing an explosive charge with approximately 180 3/8" rubber pellets and micro pulverized CS agent.
- (c) Law enforcement personnel should be warned of its deployment and gas masks should be worn.

IV. Responsibility and Inventory.

Under the direction of the Training Bureau Commander, the Rangemaster shall be responsible for maintaining the Department's supply of riot control munitions. The Special Weapons Team shall be responsible for the inventory of the riot control munitions.

V. Storage of Riot Control Munitions.

All riot control munitions shall be securely stored in the station armory and/or at the Special Weapons Team Headquarters.

VI. Riot Control Munitions Use Report.

The Use of Force Report Form shall be used when the special munitions are deployed.

GENERAL 680

680.0 TITLE: USE OF CITY CREDIT CARDS

Effective Date: 8/23/00 (Author: Lt. Gary Graham)

680.1 SYNOPSIS:

Sets guidelines for Police Department utilization of City credit cards.

680.2 POLICY/OVERVIEW:

The Police Department, in its daily functioning, incurs costs which can not be anticipated. The need for immediate credit resource requires that credit cards be available for these situations.

This policy will establish the guidelines for how, when, why, and by whom credit cards will be used and what documentation is required.

680.4 DEFINITIONS:

A. Credit Card

1. Actual bank credit card or account number provided in lieu of.

B. Receipt

1. Original receipt issued by the vendor for goods or services.

C. Statement

1. Billing statement provided by a banking institution.

D. Control Register

1. A book maintained by the issuing supervisor where credit card number, to whom issued, date out and in, and signature of employee receiving the card is recorded.

680.5 PROCEDURES:

I. Issuing Supervisors Responsibility

- A. Receive request from employee in need of the card. Determine that the intended use is in the furtherance of official Police Department business.
- B. Issue the credit card and document account number, date out and to whom, obtaining a signature from the employee.

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- C. Upon return of credit card, receive all original receipts, note date in and sign register indicating return of card. Deposit receipt slips in the envelope maintained with the register.
 - D. On a monthly basis, provide all receipts to the employee charged with statement reconciliation.
- II. Employee Using Credit Card Responsibility
- A. Receive card and sign register, provide issuing supervisor with reason needed.
 - B. When causing charges to be applied to credit account, retain all receipts for return with card. (Return all original receipts to issuing supervisor.)
 - C. Maintain custody of issued card. Do not transfer to other employees without, nor prior to, proper documentation in control register.
 - D. If other work place reports require receipts, make copies of those necessary for attachment to those reports.
- III. Employees Issued “Keep Credit Cards” Responsibilities
- A. Maintain custody of issued credit card.
 - B. Do not transfer card to other employee.
 - C. Obtain receipt for all credit transactions. Provide all original receipts to immediate supervisor weekly.
- IV. Credit Limit/Authorization
- A. No single transaction shall exceed \$100.00 without prior approval of immediate supervisor.
 - B. Credit charges shall not be made for items/services generally obtained through the Purchase Requisition process, unless reasonably exigent circumstances arise.
- V. Statement Reconciliation
- A. Obtain all original receipts. Any charges without receipts require written explanation from employee authorizing the charge.
 - B. Assign Department account number to each charge for proper accounting.
 - C. Provide statements, with receipts attached, to Account Clerk as soon as practical, but in no event later than one week prior to “Payment Due Date.”

GENERAL 700

700.0 **TITLE: POLICY AND PROCEDURAL MANUAL PROCEDURES**

Effective Date: 5-6-86

Revised Date: 5-10-06 (Author: Lt. K. Gillespie)

Previous Revision Date: 8-4-88; 9-13-95; 11-26-96; 2-24-96; 10-16-03

700.1 **PURPOSE AND SCOPE**

The Pomona Police Department maintains a procedure manual and a separate policy manual. The procedure manual contains the step-by-step instructions on how a specific task is performed in this organization. The policy manual addresses why we perform specific functions in a given manner.

It is the policy of the Pomona Police Department to correct any existing written procedure or policy which may have become invalid, deficient, or inoperative. Any employee can report the need to initiate a new or change an existing procedure or policy by reporting such need through the employee's work unit chain of command to the Division Commander. The Support Services Lieutenant along with the Policy & Procedures Coordinator (Support Services Division Administrative Assistant) will be responsible for coordinating any proposed changes to Department policies or procedures.

Policies contained within the policy manual will be written and maintained by Lexipol LLC under contract from this Department in a printed and an electronic version. The policy manual is only updated once for each calendar year by Lexipol. All policy changes must wait for the annual update unless deemed to be of an urgent manner by the Police Chief, in which case the change will be performed as an interim directive. Procedures shall be grouped in automated files maintained and updated by the Policy & Procedures Coordinator and made readily available via the in-house local area network.

700.2 **PROCEDURES:**

I. Initiation of New/Revised Procedure

When a new procedure, revision or change to an existing procedure is necessary, the employee preparing the draft shall contact the Policy & Procedures Coordinator and advise of the procedure being created, revised, or changed. The Policy & Procedures Coordinator will confirm the procedure number of any existing procedure or will advise that a new number will be issued when the finalized procedure is distributed. The Policy & Procedures Coordinator will also monitor the status of pending procedures. The initiating employee may proceed as follows, choosing the applicable sections lettered A through C below.

A. Procedures Affecting Initiating Person's Work Unit Only

If the procedure to be proposed will impact only the initiating work unit, the involved person shall:

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1. Develop, either directly or through delegation via chain of command, a viable proposed procedure which is in conformance with the format outlined in **ADDENDUM A** of this procedure.
 2. A staff member/manager within the initiating work unit shall review the proposed procedure according to the work unit's requirements and obtain approval from the Division Commander.
 3. After approval by the Division Commander, the responsible staff member/manager shall submit the proposed procedure to the Policy & Procedures Coordinator in an electronic version for indexing, formatting and word processing.
 4. The Policy & Procedures Coordinator shall forward the proposed procedure to the Support Services Lieutenant who will present the draft to the Police Chief for approval.
 5. If the Police Chief directs further changes to the draft, the Support Services Lieutenant shall return the draft to the originating Division's Commander. Once the directed changes have been made, the draft shall be returned to the Support Services Lieutenant. The draft will again be presented to the Police Chief for approval.
 6. After approval by the Police Chief the finalized draft will be returned to the Support Services Lieutenant who will then forward it to the Policy & Procedures Coordinator for status update, indexing, formatting and updating in the on-line procedure manual.
- B. Procedures Affecting More Than One Work Unit or Affected Unit Not Within Chain of Command of Initiating Employee.

If the procedure to be proposed will have an impact on more than one work unit or if the affected unit is outside the initiating employee's chain of command, the involved employee shall:

1. Develop, either directly or through delegation via chain of command, a viable proposed procedure which is in conformance with the format outlined in **ADDENDUM A** of this procedure and forward to the manager of the affected work unit.
2. The responsible work unit manager shall review the proposed procedure according to the work unit's requirements and obtain approval from his/her Division Commander for the proposed procedure.
3. The responsible work unit manager shall submit the proposed procedure in an electronic version to the Policy & Procedures Coordinator for indexing, formatting and word processing.

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4. The Policy & Procedures Coordinator shall forward the proposed procedure to the Support Services Lieutenant.
 5. The Support Services Lieutenant shall then distribute the proposed procedure to the Command Staff for review. After receipt of the proposed procedure the Division Commanders may, if they deem it necessary, distribute the proposed procedure to their subordinate staff members for review.
 6. The Division Commanders shall return the draft to the Support Services Lieutenant with a notation as to whether the proposed procedure is acceptable or with suggested changes.
 7. The Support Services Lieutenant will then forward the proposed procedure, along with any suggested changes, to the Police Chief for approval.
 8. After approval by the Police Chief, the Support Services Lieutenant will forward the finalized draft to the Policy & Procedures Coordinator for status update, indexing, formatting and updating in the on-line procedure manual.
- C. Procedures to be included specifically in the General Procedural Manual:
1. Procedures to be included in the General Procedural Manual shall meet one of the following criteria:
 - a. Procedural orders which would otherwise need to be included in all of the other Procedural Manuals or;
 - b. Procedural orders which outline duties and responsibilities for all employees in a work unit to adhere to in addition to their specific work unit's assignments .
 2. If a proposed procedure meets one of the above criteria, the initiating employee shall follow subsection B above, regarding procedures affecting more than one work unit, or affected unit not within the chain of command of initiating employee.

II. Format for Submitting Procedure Revisions

To make revisions to existing procedures find the document on the N: drive of the intranet. After opening the document go the toolbar, click on “tools”, select “track changes, then select “highlight changes” and check all three option boxes in this window. Click “ok.” After completing the changes, select “save as” on the toolbar, select your H: drive as the location to save to, and name the document. This document is to be sent electronically to the Policy & Procedures Coordinator. Revisions submitted in any other format may be returned to the author.

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III. Initiation of New/Revised Policy

A. Suggested Revision to Existing Policy

1. A Lexipol Policy Correction Form shall be completed by the employee suggesting the policy revisions. These forms are available on the N:drive and may be filled out and sent electronically or printed out. This form along with an explanation of the reason for the changes shall be forwarded via the chain-of-command to the employee's Division Commander for approval.
2. The Division Commander shall then forward these documents to the Support Services Lieutenant. If the suggested policy changes will effect Divisions other than that which generated the change, the Support Services Lieutenant will notify the other Division Commanders of the suggested change for their input.
3. After receiving any needed input, the Support Services Lieutenant will forward the suggested change to the Police Chief for approval.
4. The Support Services Lieutenant shall forward the request for policy revision to Lexipol during the annual policy update process.

B. Suggested Creation of a New Policy

1. A suggestion for the creation of a new policy will be submitted via an employee's chain of command to the Division Commander. This suggestion will contain an explanation of the need for the new policy.
2. The Division Commander shall then forward these documents to the Support Services Lieutenant.
3. The Support Services Lieutenant will contact Lexipol and determine if this new policy is already being considered as an addition to the policy manual, e.g. new statutory requirements. If this is the case, the internal process will be halted and the Support Services Lieutenant will inform the personnel who have been involved in the process up to this point.
4. If the suggested policy changes will effect Division other than that which generated the change, the Support Services Lieutenant will notify the other Division Commanders of the suggested change for their input.
5. After receiving any needed input, the Support Services Lieutenant will forward the suggested change to the Police Chief for approval.

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6. The Police Chief will determine if the implementation of the new policy can wait until the next policy update or if it should be enacted immediately as an interim directive.
7. An interim directive is to be written in the Lexipol format by the employee who suggested its creation, or an employee designated by the Commander of the Division where the suggestion originated. This employee shall contact the Support Services Lieutenant to obtain an interim directive number (two digit number signifying the year followed by a hyphen and a number indicating numerical order of this interim directive amongst other interim directives for that calendar year.)
8. The interim directive will then be submitted to the Police Chief for approval. After approval it will be distributed for inclusion in Department policy manuals by either the Support Services Lieutenant or the Policy & Procedures Coordinator.

GENERAL PROCEDURE 700

ADDENDUM A

Standard Format for Procedural Draft.

.0 TITLE: TITLE OF THE SUBJECT MATTER

Effective Date:

.1 PURPOSE & SCOPE:

This section will contain A brief description of the subject matter and the reasoning behind the procedure.

.2 STATUTORY REFERENCES:

Penal Code, Vehicle Code, Health and Safety Code sections or decisional law, etc., on which procedure is based. When there are no specific sections referred to, the writer shall omit this section.

Example: Subject - Grand Theft Auto

.2 STATUTORY REFERENCES:

487.1 PC Grand Theft
499(b) PC Joy Riding
10855 VC Embezzled Vehicle

.3 DEFINITIONS:

When the writer needs to define or clarify certain terms or phrases used within the procedure.

Example: Subject - Handling of Bulk Prisoner Property

.3 DEFINITIONS:

Bulk Prisoner Property - with the exception of purses, handbags and clothing being worn by a prisoner, bulk property is all personal property which cannot be contained in the 8" x 15" plastic prisoner property bag.

.4 PROCEDURE:

In outline form, describe action to be taken, place responsibility, describe forms to use, etc. When the subject deals with field police reports, minimum-reporting criteria is to be established.

GENERAL 701

701.0 TITLE: POMONA POLICE DEPARTMENT FORMS

Effective Date: August 29, 1985

701.1 SYNOPSIS:

Instructions and procedures relating to the accountability and responsibility of police personnel involved in revising, updating, or adding a Department form.

701.2 POLICY/OVERVIEW:

It is the responsibility of all Pomona Police Department personnel to initiate the reporting of any Department form which is invalid, deficient, inoperative or does not contain a Department form number. Any such reporting shall be relayed through the work units chain of command until the information is received by a member of the management staff.

701.4 DEFINITIONS:

Department Form: Any permanent record which requires a Department form number.

701.5 PROCEDURES:

I. Additions, Revisions, Updates

A. When an addition, revision and/or update of a Department form is necessary, the initiating manager shall follow the procedures below.

1. The proposed Department form, addition, revision and/or update shall be presented to the affected Division Commander for approval via the chain of command.
2. The Support Services Lieutenant shall receive the approved Department form for appropriate numbering and printing.

NOTE: Under no circumstances shall an existing Department form be changed or a proposed form issued a Pomona Police Department number unless first approved by a Division Commander.

GENERAL 702

702.0 TITLE: DISTRIBUTION OF PRESS RELEASES

Effective Date: 10/17/09

Revised Date: 01/04/10 (Judy Ramsey, Police Records Manager)

702.1 SYNOPSIS:

Guidelines and procedures for the timely distribution of Press Releases.

702.2 POLICY/OVERVIEW:

The policy of the Pomona Police Department is to ensure the timely, proper and appropriate distribution of official Press Releases.

The purpose of this policy is to define responsibility for the routine routing of press releases.

702.5 PROCEDURES:

All Press Releases require approval by the on-duty Watch Commander, a Division Commander, Detective Bureau supervisor or the Chief of Police.

All Press Releases shall be prepared on PPD form 184A (PRESS RELEASE).

The approving Watch Commander, Division Commander or Detective Bureau supervisor shall contact the on-duty Records Shift Supervisor (or the on-duty Senior Police Records Specialist in the absence of the Records Shift Supervisor) or Custodian of Records and advise that there is a press release ready to be sent electronically to the media.

Upon confirmation of the designated Records Shift Supervisor, Senior Police Records Specialist or Custodian of Records, the approving Watch Commander, Division Commander or Detective Bureau supervisor will then forward the press release electronically to the Records Shift Supervisor, Senior Police Records Specialist or Custodian of Records for distribution.

Upon receipt of the electronic Press Release, the Records Shift Supervisor, Senior Police Records Specialist or Custodian of Records shall then forward the Press Release via the "Press Release Distribution List".

In the event the Detective Bureau supervisor must send out a Press Release, the Custodian of Records shall be included on the distribution list. Records shall add the Press Release to the electronic file containing ALL Press Releases sent from the department.

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The Records Shift Supervisors, Senior Police Records Specialists and Custodian of Records shall maintain an EMAIL and FAX "Press Release" distribution list, containing email addresses and FAX numbers of all media representatives who have provided the necessary information for inclusion on the list. The Custodian of Records shall be included on the distribution list in the event a Press Release must be sent out by another department. If the email system is down or inoperable, Press Releases shall be faxed.

The Custodian of Records shall maintain an electronic email file folder containing copies of all electronic Press Releases sent, including date/time sent and the names of all recipients. This folder shall be labeled "Press Releases (year)" and stored on the J Drive by year.

The Press Release email return address shall be from the Pomona Police Department with the reply function disabled. All Press Releases will contain the following message: "DO NOT RESPOND TO THIS EMAIL. FOR QUESTIONS OR FURTHER INFORMATION, CONTACT THE POMONA POLICE DEPARTMENT WATCH COMMANDER AT (909) 620-2151".

The Records Bureau shall provide an updated electronic contact list to Watch Commanders, Detective Bureau Sergeants and Chiefs office.

GENERAL 703

703.0 TITLE: MINOR INCIDENT REPORTING

Effective Date: 9-16-18 (Author: P. Harvey, Detective)

Revised Date: 6-13-15 (Author: Sgt. Matt Stone)

Prior Revision Dates: 7-15-09

703.1 SYNOPSIS:

This procedure establishes a policy and procedure for the reporting of incidents in which there is insufficient information and evidence to identify a perpetrator.

703.2 POLICY/OVERVIEW:

It is the policy of this department to provide the means to document misdemeanor crimes when so desired by the victim of said crime. To better facilitate this documentation and to provide for the best possible use of department resources an on-line citizen reporting program has been made available via the City of Pomona's internet home page. Additionally, a misdemeanor incident report format may be completed in Public Safety Systems Information (PSSI) by a member of this department.

703.3 STATUTORY REFERENCES:

17 P.C. Felony; misdemeanor; infraction; classification of offenses.

703.4 DEFINITIONS:

Incident Report: A written summary of the facts surrounding the commission of a crime that involves a violation of a state law or municipal ordinance in which a perpetrator was not arrested or detained.

Misdemeanor: A crime that is punishable by imprisonment other than imprisonment in state prison, or by fine, or by both.

Misdemeanor Incident Report Format: A misdemeanor or identity theft related incident report completed in PSSI in which the body of the report only consists of a narrative and does not include other report headings. All other applicable modules in PSSI **shall** still be completed.

703.5 PROCEDURES:

1. Upon notification to a member of this department by a victim of a crime that occurred within the jurisdictional boundaries of this department a misdemeanor incident report format through PSSI or the on-line citizen reporting system though Coplogic may be utilized when all the following conditions are met:
 - A. The crime that is being reported meets the statutory definition of a misdemeanor crime.
 - B. The crime does not involve a crime of violence against any person.

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- C. The identity of the suspect of the crime is not known.
- D. The identity of the suspect cannot be determined through investigatory follow-up that is apparent at the time the incident is reported.
- E. The crime involves a violation of 530.5(a) PC - Identity Theft and/or 484g PC – Theft of an Access Card, regardless of the loss amount, by an unknown suspect.
- F. The crime does not involve the loss or theft of serialized property (excluding cellular phones, credit cards and miscellaneous identification, which will be accepted).

703.51 PROCEDURES RELATING TO MISDEMEANOR INCIDENT REPORT FORMAT:

- I. Patrol Responsibility
 - A. A misdemeanor incident report format may be completed by the employee when he/she are contacted by a victim of a crime described above.
 - B. The employee will clear the call with “Dispo 10” and follow standard procedures for submitting the report through PSSI for supervisor approval.

703.52 PROCEDURES RELATING TO ON-LINE CITIZEN REPORTING:

- I. Methods of On-Line Citizen Reporting:
 - A. When Dispatch or Front Desk personnel receive a call from a citizen wishing to report an incident, the employee will determine if the call falls within the scope of this policy. If so, the employee shall:
 - 1. Determine if the citizen has Internet access.
 - 2. Inform the caller this could be on on-line report (at the caller’s option), which allows them to file the report electronically as well as print a copy for free.
 - 3. Advise the caller of the on-line reporting web address www.ci.pomona.ca.us and inform the caller that full instructions are located on the website.
 - B. If the employee determines the report is not suitable for on-line reporting based on the listed criteria, or if the citizen prefers not to report the incident on-line, the employee will proceed according to existing department procedures.
- II. Coplogic Program Manager and Coplogic System Administrator
 - A. The Special Operations Lieutenant is the designated Coplogic Program Manager.

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- B. The assigned Records Bureau Shift Supervisor is the designated Coplogic System Administrator.

III. Records Shift Supervisors' Responsibilities:

- A. The Records Shift Supervisors will check the Coplogic website at the beginning of each shift to determine if any new on-line reports have been approved by the graveyard patrol supervisor. The Records Shift Supervisor will then retrieve the approved document, print and process in accordance with existing Records Bureau procedures.

IV. Approving Graveyard Patrol Sergeant and Corporal Responsibilities:

- A. The Graveyard patrol supervisor are to contact the Coplogic System Administrator for a username and password before the annual shift rotation to avoid any delay in the report review process.

- B. The Graveyard patrol supervisor shall logon to Coplogic and review the reports for content and accuracy once during each shift.

- C. Access and sign on to Coplogic at the webpage provided by the System Manager.

1. Go to the Report Inbox to review new and updated Coplogic reports.

- a. The Coplogic reports are not held to the standard of reports filed by police officers. Grammatical and sentence structure errors are permitted as long as the report makes sense. It can be weighed by thinking if someone on the street said this would I understand what they are conveying.

- b. A large portion of the population speaks multiple languages, each with varying inflections and sentence structure and this should be kept in mind when reviewing these reports.

2. If the Graveyard patrol supervisor determines the report was misclassified, it may be modified to fit the most appropriate section.

- D. If the citizen is reporting an incident that is minor in nature and occurred in another jurisdiction and the citizen is a resident of our city, the report will be rejected, and a notation made to refer the citizen to the appropriate jurisdiction.

- E. If a report is rejected, or requires follow up by the victim, the reason for rejection/follow up will be appropriately and professionally noted in the rejection box, which is sent via e-mail to the citizen.

- F. The Graveyard patrol supervisor shall request a Patrol response when, in the reasonable judgement of the Graveyard patrol supervisor, circumstances indicate an investigation is warranted. In this circumstance, a rejection should be sent to the citizen and the Graveyard patrol supervisor will state in the rejection box to call the police department for an investigation.

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- V. Detailed program instructions are available by accessing the Coplogic user manual after login.

GENERAL 704

704.0 TITLE: USE OF FORCE BLUE TEAM REPORTING

Effective Date: 10-11-95 (Author: Lt. Watts)

Revision Date: 8-13-12 (Capt. Olivieri)

Revision Date: 4-15-17 (Lt. Hsu); 10-9-17 (Dep. Chief Olivieri)

Related Policy: Lexipol 300 Use of Force

704.1 SYNOPSIS:

Provides standardized reporting procedures to record pertinent information involving the use of Baton; Carotid Control Hold; Oleoresin Capsicum (OC), Electronic Stun Device (X26 Taser), Bean Bag and other devices.

This procedure is also utilized to report other instances involving the application of force as defined in the Use of Force policy (Lexipol 300) that includes the following:

- (a) The application of force involves a strike, whether or not injury occurs. A “strike” includes a punch, slap, elbow, knee, kick or similar type of blunt force.
- (b) Any other application of force that has resulted in any visible injury; or, a complaint of pain requiring medical treatment.
- (c) Any other application of force instance where the use of this form is appropriate as determined by policy, a supervisor and/or the watch commander.

704.5 PROCEDURE:

I. Supervisor’s Responsibilities:

- A. Complete all steps as outlined in Lexipol 300 (Use of Force) and complete a Blue Team Use-of-Force electronic report.
- B. The supervisor will obtain a copy of the incident report and all related reports; review for completeness, then attach all reports to the Blue Team Use-of-Force electronic report and forward to the on-duty Watch Commander as soon as practical.
- C. If Blue Team is not available due to technical issues, the supervisor will complete the Use-of-Force form (PPD 301), attach all related reports and photographs to it and forward it to the on-duty Watch Commander as soon as practical. A Blue Team entry will be required at a later time.
- D. The initial Blue Team entry will be made by the handling supervisor and this will be completed before the conclusion of their work shift.

II. Watch Commander Responsibilities:

- A. The Watch Commander shall make the appropriate entry in the Watch Commander’s daily shift synopsis on the date of the incident.

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- B. On-duty Watch Commander shall review the Blue Team entry and all attachments. The WC will note if there are any discrepancies as well as determine if the use of force was in compliance with Department policy. If the member using force is assigned to ISD, this duty shall fall on an ISD Lieutenant if on-duty at the time of UOF.
 - C. On-duty Watch Commander shall prepare an Administrative Insight and upload it to Blue team. They will then forward the Blue Team entry to the Division Captain as soon as practical.
 - D. If the member using force is assigned to an Administrative Lieutenant other than the initial reviewing Watch Commander, the Blue Team shall be forward to that Lieutenant first for review and then forwarded to the Division Captain. The on-duty Watch Commander is ultimately responsible for completion of the Administrative Insight.
 - E. Members will not complete Blue Team entries related to their own Use of Force.
- III. Records Keeping – Completed Blue Team Use-of-Force entries or PPD 301 forms will be maintained by the Office of the Chief of Police.

GENERAL 705

705 **TITLE: RELEASE OF BOOKING PHOTOS (MUGSHOTS)**
Effective Date: 10-20-2020 (Author: Sgt. Brad Paulson)

705.1 **SYNOPSIS:**

Guidelines and procedures for the distribution of booking photos to the public.

705.2 **POLICY/OVERVIEW:**

The policy of the Pomona Police Department is to ensure the proper and appropriate distribution of booking photos to the public.

The purpose of this policy is to define responsibility and format of the release of booking photos to the media.

705.3 **PROCEDURES:**

I. Authorization

The Pomona Police Department recognizes the benefit of releasing photos of persons arrested for certain crimes to aid in investigations, inform the public and discourage similar behavior. At no time will the booking photo of a victim or a minor be released. In the event a booking photo is unavailable (i.e. suspect cited in the field) an arrest photo taken at the scene may be substituted for the booking photo. Booking photos will be released as a link to a published PDF document and posted for no more than 15 days.

- A. Booking photos may be released subsequent to a lawful arrest under the following circumstances;
 - a. By the on-duty Watch Commander after a media request. For the purposes of this policy, the on-duty watch commander is defined as the Lieutenant or Sergeant assigned to a full shift in the watch commanders office and will not include a supervisor providing relief to the on-duty watch commander.
 - b. At the direction of the Chief of Police, Deputy Chief or Division Commander or his/her designee.
- B. As part of the Anti-Sexual Exploitation campaign, booking photos will be released on the First and Fifteenth of the month or the first business day thereafter by the Pomona Police Department Public Information Specialist (PIS). This bi-

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monthly release will include information on those sex purchasers arrested for crimes related to Sexual Exploitation and Human Trafficking.

The information will be available as a link to a published PDF document and will remain posted for no more than fifteen days. It will be the responsibility of the Quality of Life Unit Sergeant to compile a list of arrested offenders for the Department PIS. The list will be approved by the Quality of Life Lieutenant prior to release. The release will include the following information;

- a. Booking photo,
- b. Name,
- c. Description of charge,
- d. City of residence.

II. Booking Photo format

- A. The Department POI will be responsible for creating and maintaining a template for the release of booking photos. Booking photos will only be released on a department approved template.

GENERAL 710

710.0 **TITLE: ELECTRONIC PROBABLE CAUSE DECLARATION (ePCD)**

Effective Date: 04-21-93

Revised Date: 12-7-00 (Author: Sgt. Hitt)

Revised Date: 04-18-17 (Lt. Hsu)

Prior Revised Date: 11-1-93

Related Procedural Manuals: JAIL 2-090, RECORDS 3-430, PATROL 7-130,
DETECTIVE 1-830; CODE 5-050

710.1 **SYNOPSIS:**

Establishes a procedure for completing an ePCD on all adult and juvenile arrestees.

710.2 **POLICY/OVERVIEW:**

It shall be the policy of this Department to complete an ePCD on all adult and juvenile arrestees that will be held in custody for arraignment, at either our facility or at any other law enforcement facility. The County of Los Angeles has transitioned away from paper copies of Probable Cause Declarations.

710.3 **DEFINITION:**

An ePCD is an electronic version of a Probable Cause Declaration form that is accessible through a website supported by the Los Angeles County Sheriff's Department.

710.4 **PROCEDURE:**

I. Arresting Officer

- A. The arresting officer shall complete an ePCD on all adult and juvenile prisoners remaining in custody.
- B. The arresting officer will access the ePCD program via the website supported by the Los Angeles County Sheriff's Department. The Officer will complete the ePCD and submit it for supervisor approval.
- C. The arresting officer will immediately inform the on-duty Watch Commandeer that an ePCD is awaiting approval. If the Watch Commander is not available, the Officer will notify a supervisor.
- D. If the ePCD is rejected by the reviewing supervisor, the arresting officer must make the corrections and resubmit for approval before the end of their work shift.
- E. Arrests for violations of the Pomona City Code/Zoning Code will require a handwritten PCD. The ePCD system does not support municipal code violation bookings.

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- F. If the ePCD system is not operable, the arresting officer will handwrite and complete a hard copy PCD.

II. Jail Personnel

- A. Jail staff will have access to the ePCD system to search for ePCDS.
- B. The booking jailer will locate and print out an approved ePCD, and attach it to the prisoner's booking documents. An ePCD will be included in any other booking package that requires it.
- C. An ePCD that is rejected by a judicial officer will be followed-up on by the arresting officer and the on-duty Watch Commander. It will be the on-duty Watch Commander's responsibility to resolve a rejected ePCD.
- D. The Senior Jailer or Jailer in Charge will consult with the on-duty Watch Commander about 849(b)(1) PC or a citation release related to an ePCD that does not receive judicial approval. Prisoners involved in this situation will not be released without the on-duty Watch Commander's approval.
- E. If the ePCD system is not operating, jail staff will require the arresting officer to handwrite a PCD.
- F. Jail personnel will follow established practice to get a handwritten PCD approved by a judicial officer.

III. Records Bureau Personnel

- A. When Records personnel receives a printed ePCD, they will scan, upload it and include it with all related booking documents.

IV. Watch Commander & Supervisors

- A. It is the responsibility of the on-duty Watch Commander or patrol supervisor to review, approve and route to the appropriate courthouse all pending ePCDS.
- B. If an officer's ePCD requires more information, the ePCD will be rejected. The rejecting supervisor will immediately notify the arresting officer.
- C. If there are ePCDS that require approval at their end-of-watch, the Watch Commander or patrol supervisor will notify the next Watch Commander or another patrol supervisor of the ePCDS needing review.

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- V. Rejected ePCDS by Judicial Officer
 - A. The authoring officer and approving supervisor will be notified by electronic mail of an ePCD that has been rejected by a judicial officer.
 - B. The rejected ePCD cannot be edited. The officer must create a new ePCD, include information from the original ePCD, make corrections or additions that are needed and resubmit it for supervisor's approval.
 - C. The supervisor will review, approve and route the corrected ePCD.

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000.0 TITLE: FAMILY CHILDREN'S INDEX (FCI)

Effective Date: 08-31-12 (Capt. Ellis, Author)

Revision Date: NA

Previous Revision Date: NA

Related Procedure Manuals: NA

00.1 SYNOPSIS:

The purpose of this Policy is to establish policy and procedures for the use of FCI.

000.2 POLICY/OVERVIEW:

The FCI system is a computerized interagency database designed to better identify children and families who are at risk of child abuse and neglect. FCI is a centralized database, which ties together basic allowable information about families and children that have had relevant contacts with public agencies and have been identified as at risk for abuse or neglect. It provides authorized provider agencies with minimal identifying information regarding a child and the child's family as well as minimal information regarding another provider agency contact(s) with a child and the child's family. FCI also contains the names of agency contact personnel for pursuing additional information. The data is imported into FCI from existing provider agency computer systems. FCI allows professionals trained in the prevention, identification, and treatment of child abuse and neglect, to provide a broad range of services related to child abuse and neglect, to know when other agencies may have pertinent information about a child or family with whom they are involved.

000.4 DEFINITIONS:

Participating Agencies: As of July 2012, the following County and Non-County agencies currently participate in FCI:

1. Department of Children and Family Services (DCFS)
2. District Attorney's Office (DA)
3. Department of Mental Health (DMH)
4. Probation Department
5. Department of Public Health (DPH)
6. Department of Public Social Services (DPSS)
7. Los Angeles Sheriff's Department (LASD)
8. Department of the Coroner (Coroner)
9. Department of health Services (DHS)
10. Los Angeles Police Department (LAPD)

000.5 PROCEDURE:

I. ENABLING LEGISLATION

The County's FCI is an existing interagency system whose creation was authorized by Welfare and Institutions Code (WIC) section 18961.5. Essentially, the statute allows

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children services, health services, law enforcement, mental health services, probation, schools, and social services agencies within counties to have the ability to share non case-specific identifying information of families at-risk for child abuse or neglect for the purposes of identifying, preventing or treating case of child abuse or neglect. Please refer to the FCI MOU for additional WIC legislation.

II. INFORMATION TO BE PROVIDED BY AGENCIES

Participating FCI agencies agree to export, on a regular basis, the following allowable information into the FCI system whenever a record in their agency's database(s) meets one or more of the following at-risk criteria:

1. Name of child and/or family members
2. Address of child and/or family members
3. Telephone number of child and/or family members
4. Date of birth of child and/or family members.
5. Place of birth of child and/or family members
6. Case number assigned by the agency providing the data
7. Name and telephone number of contact person(s) for the agency who would be provide further information.
8. Date(s) of contact between the agency providing data and a family member or members.

III. LOS ANGELES COUNTY'S AT RISK DEFINITION

Agencies participating in FCI agree that the County's "at risk" definition includes:

1. All substantiated or inconclusive allegations of child abuse to a child protective agency not including unfounded reports;
2. When a child is a victim of an alleged crime; or
3. An event or fact involving a child or family member which in and of itself would not meet the definition of "Child Abuse" in the Child Abuse and Neglect Reporting Act, Penal Code (PC) Section 11164 *et seq.*, nor trigger a report pursuant to that Act, but which would, when combined with additional events or facts, raise reasonable cause for concern that the family is in need of intervention or services to prevent the occurrence of child abuse as defined in the Act.

IV. IDENTIFIED AGENCY "AT-RISK" INDICATOR CRITERIA

Participating FCI agencies agree to export allowable identifying information on families to FCI whenever the following at-risk criteria are present:

A. DCFS

DCFS information will be made available, for all children for whom a report of child Abuse or neglect has been received and for whom an investigation has been completed, except insofar as DCFS will not make available information where the investigation

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concluded that the allegations were unfounded. Incident information will be provided at the time of completion of the Emergency Response referral episode.

B. DA

The DA will export information to FCI relative to the following circumstances:

At the time of filing a criminal case, an entry will be made into FCI and the Prosecutor's Information Management System concurrently when the following violations of the PC are alleged in the Complaint:

273abPC	288(b)(1)PC	288a(c)(1)PC	311.10PC
269(a)(1)PC	288(b)(2)PC	288a(c)(2)PC	311.11(b)PC
269(a)(2)PC	288(a)PC	286(b)(2)PC	261.5(c)PC
269(a)(3)PC	288a(c)(1)PC	286(b)(1)PC	261.5(d)PC
269(a)(4)PC	289(j)PC	288a(b)(1)PC	311.1(a)PC
269(a)(5)PC	289(h)PC	266jPC	311.4(c)PC
273(g)PC	273a(a)PC	266h(b)PC	271(a)PC
207(b)PC	273d(a)PC	266i(b)PC	267PC
288.5(a)PC	278PC	288a(b)(2)PC	647.6(b)PC
286(c)(1)PC	278.5PC	311.4(b)PC	647.6(a)PC
261.5(b)PC	288(c)(1)PC	311.2(b)PC	311.4(a)PC
273a(b)PC	261.5(a)PC	311.11(a)PC	208(b)PC
			289(I)PC

664/187 - when the victim of the attempted murder is a child

187PC - when the victim of the murder is a child

The above list is comprehensive in scope as to violations of the PC involving children as victims and will include information regarding child abduction investigations presented by law enforcement agencies to the DA's Office where criminal charges were filed.

C. DPH

DPH will export information to FCI regarding:

1. Children born to mothers 14 years of age or younger; or
2. Children under 12 years old with sexually transmitted diseases.

D. DMH

DMH will export information to FCI for children who are:

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1. Suspected to be at-risk for abuse/neglect and a concomitant report has been filed with DCFS; or
2. Referred for mental health services by DCFS with abuse/neglect already substantiated.

E. Probation

1. Juvenile Probation data will be exported to FCI under the following circumstances:
 - a. Those referred under the age of 14.
 - b. Those with a sustained charge of “rape of minor under 14”.
 - c. Those with a sustained charge of drug possession, use, or sales.
 - d. Those with a sustained charge as listed by the DA in this document.
 - e. Those with a sustained firearm possession charge.
2. Data for Adult Probationers with family members that are children will be exported to FCI under the following circumstances:
 - a. Those with cases filed directly in adult court for serious sex offenses.
 - b. Probationers convicted of offenses requiring registration under 290 PC.
 - c. Probationers convicted of 273.5 PC.
 - d. Probationers supervised on Child Threat caseloads.
 - e. Female probationers supervised on Narcotic Testing caseloads.

F. DPSS

DPSS will export information to FCI relating to:

1. Pregnant/Parenting Minors
2. Pregnant minors 12 years and under, and
3. Minor mothers under 14 years old.

G. LASD

LASD will export information to FCI under the following circumstance:

1. Whenever a child or child’s sibling has been named in a suspected child abuse report.

H. PPD

Pomona Police Department will export information to FCI under the following circumstance:

1. Whenever a child or child’s sibling has been named in a suspected child abuse report.

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V. ACCESSING AND USING FCI INFORMATION

A. PPD STAFF MEMBERS ASSIGNED TO THE FCI MANAGERS TEAM

1. PPD will designate a Records Bureau Supervisor as the Program Manager, whose duties are defined in the MOA.
2. PPD will designate the ISD Captain as the Policy Manager, whose duties are defined in the MOA.

B. PPD RECORDS BUREAU RESPONSIBILITIES

1. The Records Bureau shall be the central contact for agencies listed in the MOU.
2. PPD Records Bureau shall answer and respond to all calls it receives on an incident and provide the caller with the requested information and the officer's name and telephone number, if needed to follow up on any further information. The Records Bureau Supervisor shall be responsible for processing all documentation for users of the FCI.
3. PPD will designate a Records Bureau Supervisor as PPD's FCI liaison.
4. The FCI liaison shall determine which employees shall have access to FCI and shall ensure that all users of FCI assigned to the PPD Records Bureau have signed FCI Confidentiality Statement. This form can be obtained by contacting FCI Liaison for the Records Bureau. The liaison shall maintain all confidentiality forms.
5. The FCI liaison shall be responsible for ensuring that all users at their unit are using the program in accordance with the MOU. A copy of the MOU is available from PPD Records Bureau for staff within the unit and any other PPD personnel as needed.
6. The liaison / other Records Bureau personnel shall provide either the requested information themselves or they may designate someone else to provide the information. If a DCFS Case Worker requests PPD Crime Report information for an emergency response the liaison and/or other Records Bureau personnel shall provide the requested information.

C. USER'S RESPONSIBILITIES

1. Each user of the FCI shall read and complete the FCI Confidentiality Statement form.
2. Each user shall use the FCI program in accordance with the MOU.

D. RELEASE/RECEIPT OF INFORMATION

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1. The FCI liaison for the PPD Records Bureau, or their designee, shall release information to any individual authorized caller from DCFS or the DA's Office without forming an MDT (Multi-Disciplinary Team – see section IX for further).
2. PPD shall be able to receive information from these agencies as an individual caller without forming an MDT. An inquiry by either DCFS or the DA's Office does not constitute a formation of a Multi-Disciplinary Team (MDT) and does not require a contact sheet.
3. If PPD is requesting information from DPSS, the Probation Department, DMH, or DHS, then PPD must establish a MDT before those County departments can share information.
4. If another agency requests information from PPD Records Bureau personnel, it is that agency's responsibility to determine whether they need a MDT and to provide the personnel necessary for the MDT. When another agency forms a MDT with the PPD, a MDT contact sheet shall be filled out. The document (example attached) shall contain the following:
 - The Department's employee's name and employee number either giving or receiving the information;
 - The date and time of the call;
 - The name, employee number, and department of all parties to the telephone call;
 - The URN number; and
 - The name and date of birth of all children who were the subject of the inquiry.
5. The documentation shall be maintained by the unit's FCI liaison.
6. The MOU states "PPD's information will be made available to FCI under the following circumstances: A child or a child's sibling has been named in a suspected child abuse report."

VI. RESPONDING TO REQUESTS MADE FROM OTHER AGENCIES

A. Response Time

1. All inquiries from other agencies shall be submitted to the Pomona Police Department's Records Bureau; Attention Records Supervisor
2. FCI Immediate Response (IR) inquiry will be responded to immediately or within 24 hours.
 - a. A Non-Immediate Response (Non-IR) inquiry should be responded to immediately, but most must be responded to within 3 business days (72 hours) from the time it was made.

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- b. Information for an IR request that is not available during after-hours should be provided no later than 9 a.m. on the next business day.

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B. Verifying Users

As an 'Agency Contact', you need to verify that the person calling or emailing is a legitimate user of the system. Please refer to the *Verification of FCI Users* section below for a detailed description of the verification process.

C. Security Note

Sending case history information via Email or an insecure FTP/telnet protocol is not secure and is **prohibited**. Only use the agency client number in an email when referring to a child. Please see *Confidentiality And Use Of Information On FCI* section below for additional information.

VII. VERIFICATION OF FCI USERS

As an 'Agency Contact', you need to verify that the person calling or emailing is a legitimate user of the system:

A. Log into the FCI system.

1. Look for the person in the 'List of Users'.
 - a. If the person making the inquiry is not on this list, inform the person that he/she needs to get approval from his/her agency's Program Manager in order to gain access to the system.
 - b. You can obtain the contact information for an agency's Program Manager by clicking on the 'Quick Reference' link at the top of the 'User List' screen.
 - c. If the person making the inquiry is from an agency that is not listed in 'Agency Program Managers' section of the 'Quick Reference' screen, then his/her agency is not one of the participating agencies. If this is the case, please direct this person to your agency's Program Manager.
2. If inquiry is via phone - ask the user his/her 'Verification Question' located to far right hand side of the 'User List' screen.
 - a. If you find that a person is listed as a user, yet he/she does not have a verification question in the 'Q/A' column, instruct the user to log into the FCI system and create one. He/She can do so by logging in, scrolling down to the bottom of the screen, clicking on 'INFORMATION & OPTIONS' and then choosing 'CHANGE YOUR VERIFICATION QUESTION'.
 - b. If the user has never activated his/her account, he/she can view a quick tutorial on how to do so at <http://fci.co.la.ca.us/training/>.

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3. If an inquiry is via email – find user in the ‘User List’; call the person and proceed as if the inquiry were via phone.
4. If you find that the account of a user making an inquiry is disabled, you will need to contact your program manager and inform them of the situation with the name and Agency of the user.
5. Document all inquiries in the VIP Data Reporting system.

VIII. CONFIDENTIALITY AND USE OF INFORMATION ON FCI

- A. Agencies participating FCI system agree that information may only be entered into FCI by, or disclosed to, agency employees designated by the Director of the participating agency, Members of MDT’s shall be drawn from these designated employees, or other persons, as specified in Section 18951 (d) Welfare and Institutions Code. Participating agencies shall establish a system by which unauthorized personnel cannot access the data contained in the system. The information contained in FCI shall be kept confidential and shall be used solely for the prevention, identification, management, or treatment of child abuse, child neglect, or both. Every employee with access to FCI will have taken an oath of confidentiality and have a confidentiality statement on file with their employer agency.
- C. Request for physical case history files will have to be negotiated by requesting and provider agencies whether it be a MOU, subpoena or otherwise. Files should NEVER be transmitted through email or unsecured FTP/telnet protocols.
- D. It is important to be aware of what your agency’s criteria are for a record to be in the FCI. If you receive an inquiry from a FCI user on a child that does not show a match for your agency or there is no match in the index at all, you are not at liberty to give out information. Check with your agency’s Program Manager if you have any doubts as to when to give out information or not.

If you have a reasonable belief that the child’s life is in danger...
SHARE INFORMATION!

IX. FORMATION OF MULTI-DISCIPLINARY TEAMS (MDTS)

A MDT is needed when a user receives information that is protected, private or confidential and can only be shared within the context of a MDT.

When contacting DMH, DPH or PROBATION, the contacts from these Agencies have been instructed to assure and document that a MDT is formed before further investigation occurs. This can be as simple as an email addressed to you (the person making the inquiry), the person to whom the Agency contact is referring you to within their agency who would have the specific case history information (in some cases, this may be the Agency contact) and one other person from either the ‘queried’ agency (like the Agency contact’s

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supervisor) or the 'querying' agency (like your supervisor) stating that a FCI search was conducted and further information is being requested. Only the agency client number should be used in emails.

'Rule of Use' is pertinent to DMH, DHS or PROB

******* RULE OF USE *******

A Multidisciplinary Team must be formed and documented if you:

- 1) Intend to investigate further **OR**
- 2) Notate the query results into your agency's record

- A. MDT means any team of three or more persons who are trained in the prevention, identification, and treatment of child abuse and neglect cases and who are qualified to provide a broad range of services related to child abuse. The Team may include but is not limited to:
 1. Psychiatrists, psychologists, marriage and family therapists, or other trained counseling personnel;
 2. Police officers or other law enforcement agents;
 3. Medical personnel with sufficient training to provide health services;
 4. Social workers with experience or training in child abuse prevention; and
 5. Any public or private school teacher, administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee.
- B. If there is a statute that allows the sharing of information, then no MDT is needed. If you are in doubt, please contact your Program Manager or your agency's County Counsel.
- C. MDTs are not always required, but when they are:
 1. MDTs can be formed on the telephone, in-person and/or in any form of communication. The statute does not require in-person contact.
 2. The statute requires that a MDT consisting of three members (as described in # 1 above) be formed before any confidential information is shared.

GENERAL 750

750.0 TITLE: OBTAINING DEPARTMENT PERSONNEL FILES FOR REVIEW

Effective Date: 05-03-06 (Author: Lt. K. Gillespie)

750.1 PURPOSE AND SCOPE:

This procedure will establish a protocol for supervisory and management personnel to obtain Department personnel files for review for performance evaluations, consideration for assignment to special details, to determine suitability for promotion, and any other appropriate need. This procedure will also establish guidelines for the requesting personnel to return the file to its custodian in a timely manner.

750.2 PROCEDURE:

A supervisor or manager who wishes to review the Department personnel file of a subordinate may request the file from the Support Services Division Administrative Assistant via Department e-mail. The Support Services Administrative Assistant will have the file delivered to the requesting supervisor/manager, or that Department's Administrative Assistant.

The reviewing supervisor/manager will fill out all fields on the "Personnel File Review Sheet" attached to the inside cover of the file. The reviewer may retain the file for a maximum of one work week. The file shall be returned to the reviewer's Division Administrative Assistant, or the Support Services Division Administrative Assistant prior to the reviewer going on his/her next regular days off, or on any manner of leave. The Administrative Assistant from the reviewer's Division will have the file delivered back to the Support Services Administrative Assistant.

Any files that are kept beyond the one week deadline will be brought to the attention of the reviewer's Division Commander, who will take necessary steps to ensure the file is immediately returned to Support Services.

DESK 8-001

8-001.0 TITLE: PROCEDURE FOR FEES COLLECTED AT THE FRONT DESK

Effective Date: 05/07/84

Revision Date: 11/27/06 (Author: M. Robledo)

Prior Revision Dates: 07/18/90, 1/10/91; 4/11/95; 07/15/96

Related Procedural Manual: REC 2-001

8-001.1 SYNOPSIS:

Procedures for effective control and accounting for funds received for sale of police reports, photographs, and vehicle release fees.

8-001.5 PROCEDURES:

I. Sale Of Police Reports, Photographs, And Vehicle Release Fees

- A. Police Reports, photographs, records, vehicle releases, etc., shall be released or sold only to qualified persons and in accordance with established procedures.
- B. Checks for payment of reports, photos, and vehicle releases may be accepted. The check issuer must furnish satisfactory proof of residence in this State and the personal check must be drawn on a banking institution located in this State.
 - 1. Cash will be accepted in the correct amount only. Change will not be provided.
- C. A receipt shall be issued to the purchaser for each transaction completed. If two or more checks are received from an attorney or insurance company, a receipt shall be issued for each check.
 - 1. All received cash monies and checks shall be placed into the Front Desk cash register.
- D. Traffic Bureau Vehicle Releases -- Vehicles are also released by Traffic Bureau personnel following Traffic Safety Checkpoints. Once they have collected monies for a release, a numbered receipt is issued to the purchaser for each transaction. When all transactions are completed, the totals of monies received are then input onto a spreadsheet and sorted by cash or check. The spreadsheet is maintained by Traffic Bureau personnel and is used for their records as well as a confirmation deposit receipt when these funds are placed into the Front Desk security vault.

II. Accountability For Funds In Cash Register

- A. The respective shift CSO Desk Officer(s) will be responsible for totaling the number of transactions and monies received at the end of each day. This will be automatically tallied by the cash register. The CSO Desk Officer will total cash money and checks to ensure this equals the amount tallied by the cash register. Any discrepancies shall be immediately reported to the on-duty Watch

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Commander. Both the CSO Desk Officer and the Watch Commander will sign the daily tally sheet to verify the total amount of funds received are confirmed and accurate.

- B. Monies and receipts shall be placed in a deposit envelope and secured at the Front Desk by placing the deposit envelope in the wall-mounted vault, until retrieved by the Support Services Accounting Technician. The CSO Desk Officer shall indicate on the envelope, prior to placing it into the vault, the date, the amount of funds contained within the envelope, and their signature. The deposit envelope shall also be sealed either with scotch tape or with staples.
- C. All transactions involving the purchase of reports, photographs, vehicle releases, and any other services shall be entered into the cash register located at the front desk.
 1. Keys have been pre-programmed to identify each type of transaction, i.e.:
 - a. Witness Open (Civilian Subpoena - \$15)
 - b. Copy (\$15 Fee)
 - c. Misc. (\$15 Fee)
 - d. Witness Fee (Sworn Subpoena - \$150)
 - e. Repo Release (\$15 Fee - Misc.)
 - f. Vehicle Release (General Fund)
 - g. Vehicle Release (OTS)
 2. For each cash (exact amount) or check transaction received a cash register receipt will be issued for the purchaser and a second copy retained for department records. There is also a secondary receipt developed by the register that is used as a back-up for all transactions.
 3. Release of Vehicles (CHP 180 Form) -- When vehicles are released by Front Desk personnel, or personnel that either cover or fill shifts for Front Desk personnel, the correspondent CHP 180 form shall be retrieved from Records. When determining which type of vehicle release is to be keyed into the cash register (OTS or General Fund), personnel handling these transactions shall rely on the "Storage Authority/Reason" box on the CHP 180 form, which is located on the right hand side of the form, approximately one-third down from the top. If the "Storage Authority/Reason" box has Vehicle Code sections **22651(P)** *or* **14602.6(A)** written in the box, then the transaction shall be keyed into the cash register as an **OTS** vehicle release. If these two Vehicle Code sections are not written into the "Storage Authority/Reason" box, then the vehicle release shall be keyed in as a regular vehicle release.

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- III. Depositing Monies From The Cash Register
- A. Each Monday morning (except holidays), the Support Services Accounting Technician shall retrieve all deposit envelopes from the wall-mounted vault located at the Front Desk.
 - B. The Support Services Accounting Technician shall verify each daily deposit envelope receipt totals to ensure that they are confirmed by the day's cash register receipt total for each subtotal transaction type category. Any discrepancies shall be reported to the Administrative Services Manager or the Support Services Lieutenant. The Support Services Accounting Technician shall perform all of the above described duties in the Jail Sergeant's office for security purposes.
 - C. All individual cash and check amounts shall be entered onto the Front Desk reconciliation spreadsheet by the Support Services Accounting Technician. When completed, and each day's total receipts are confirmed, the spreadsheet shall be saved on the Support Services Accounting Technician's PC file folder for "Front Desk Receipts (FDR)." Copies of the daily tally sheets shall made as reference. A copy of the two-page FDR spreadsheet shall be printed out and used to complete the Treasurer's Receipt (TR). The first page of the FDR spreadsheet shall be retained by the Support Services Accounting Technician and the second page shall accompany the original TR in the sealed deposit envelope. The deposit envelope is then deposited into the mailbox located inside the cage of the Jail.

GENERAL 802

802.0 **TITLE: CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY AND OPERATOR PERMITS PROCESSING**

Effective Date: 04-02-08 (Author: Sgt. C. Becker)

802.1 **PURPOSE & SCOPE:**

The City of Pomona deals primarily with two types of applications, the CPCN and individual Operator Permits. The City Clerk's Office is responsible for initiating the CPCN and has the necessary application in their office. The Operator Permits are initiated by the Police Department, who has all necessary application paperwork. In the event that a person applies for a CPCN and an operator permit (i.e.: owner/operator limousine service), the applicant would begin at the Clerk's Office for the CPCN, then would be directed to the Police Department to begin the operator permit application process. *Both processes should occur simultaneously.*

802.4 **PROCEDURE:**

The following are the current procedures for both the CPCN and the Operator Permits. Please ensure that this process is followed, as it will minimize duplication of work as well as ensuring that the requirements for each department are met.

I. Cert. of Public Convenience and Necessity (CPCN):

- A. Application is initiated and completed by City Clerk's Office, including fees.
- B. After approval, a copy of the application is sent to PPD Internal Affairs for file.
- C. All original applications are maintained by City Clerk's Office.

II. Operator Permit Applications:

- A. All application paperwork is maintained by the Police Department.
- B. Fees for Livescan (\$15 service/\$32 DOJ) can be cash or check, collected by PD personnel. Applicant must also pay fee at City Business and Licensing.
- C. The completed application is forwarded to PPD Records Bureau for local records check, DOJ response to Livescan, and assignment of an "A" number.
- D. Once application is complete, Records Bureau forwards entire application to PD Internal Affairs Office for review and approval/denial.
 1. Upon recommendation of approval, the application is forwarded to Office of the Chief of Police for permit signature.
 2. Once signed, application is forwarded back to Internal Affairs where the approval letter is drafted and sent to applicant. A copy of the

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approval letter and application (only) are then forwarded to City Clerk's Office for file with original CPCN. The original application and all confidential information is forwarded to Records Bureau for storage.

3. If the application is denied by the PD Internal Affairs Office, a denial letter is sent to the applicant, and a copy of the letter and application are forwarded to the City Clerk's Office for inclusion in the CPCN file. The original application and all confidential information is forwarded to the PPD Records Bureau for storage.

III. POLICE PERSONNEL ONLY:

A. The following is required paperwork for the Operator Permit application:

1. Permit Application (PPD 380)
2. Fingerprint Application (PPD 44)
3. Request for Livescan Service form
4. Operator Permit Card

B. Additionally, each applicant is required to submit, with the application package, the following:

1. Valid California Driver's license or passport
2. Three photos, either 1"x1" or 2"x2"

GENERAL 830

830.0 TITLE: UNLAWFUL SALE OF CERTAIN FIREARMS DEFINED AS SATURDAY NIGHT SPECIALS

Effective Date: 5-4-00 (Author: Sgt. Jerry Wright)

830.1 SYNOPSIS:

Defines procedures for administering City of Pomona Ordinance #3841, which prohibits any person from selling, offering, displaying for sale, giving, lending, renting, or transferring ownership of any firearm listed on the roster of Saturday Night Specials.

830.2 POLICY/OVERVIEW:

It is the intent of the City Council of Pomona to reduce handgun related crimes and injuries by banning the sales of certain firearms defined as Saturday Night Specials.

830.4 DEFINITIONS/EXCLUSIONS:

A. Saturday Night Special:

1. A pistol, revolver, or firearm capable of being concealed upon the person, as those terms are defined in California Penal Code Section 12001(a), which contains a frame, barrel, breechlock, cylinder, or slide that is not completely fabricated of heat treated carbon steel, forged alloy or other material of equal or higher tensile strength.
2. A Semi-Automatic Pistol Which:
 - a. Is not originally equipped by the manufacturer with a locked-breech actions; and
 - b. is chambered for cartridges developing maximum permissible breech pressures above 24,100 Copper Units of Pressure as standardized by the Sporting Arms and Ammunition Manufacturers Institute.
 - c. For purpose of this subsection (2), "semi-automatic pistol" shall mean a firearm, as defined in California Penal Code Section 12001(b), which is designed to be held and fired with one hand, and which does the following upon discharge: (i) fires the cartridge in the chamber; (ii) ejects the fired cartridge case; and (iii) loads a cartridge from the magazine into the chamber. "Semi-automatic pistol" shall not include any assault weapon designated in California Penal Code Section 12276.
3. A pistol, revolver, or firearm capable of being concealed upon the person, as those terms are defined in California Penal Code Section 1200(a), which:
 - a. Uses an action mechanism which is substantially identical in design to any action mechanism manufactured in or before 1898 that was originally

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chambered for rimfire ammunition developing maximum permissible breech pressures below 19,000 Copper Units of Pressure as standardized by the Sporting Arms and Ammunition Manufactures Institute;

- b. is chambered to fire either centerfire ammunition or rimfire ammunition developing maximum permissible breech pressures above 19,000 Copper Units of Pressure as standardized by the Sporting Arms and Ammunition Manufactures Institute;
- c. is not originally equipped by the manufacturer with a non-detachable safety guard surrounding the trigger; or
- d. if rimfire, is equipped with a barrel of less than 20 bore diameters in overall length protruding from the frame.
- e. For purposes of this subsection (3), “action mechanism” shall mean the mechanism of a firearm by which it is loaded, locked, fired and unloaded.”

B. Exclusions:

- 1. The term “Saturday Night Special” does not include any of the following:
 - a. Any pistol which is an antique or relic firearm or other weapon falling within the specifications of paragraphs (5), (7) and (8) of California Penal Code Section 12020;
 - b. Any pistol for which the propelling force is classified as pneumatic, that is, of or related to, compressed air or any other gases not directly produced by combustion;
 - c. Children’s’ pop guns or toys;
 - d. An “unconventional pistol” as defined in California Penal Code Section 12020(c)(12); or
 - e. Any pistol which has been modified to either render it permanently inoperable or to make it permanently a device no longer defined as a “Saturday Night Special.”

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830.5 PROCEDURES:

I. Roster

- A. The Chief of Police or his/her designee shall compile, publish, and thereafter maintain a roster of Saturday Night Specials. The roster shall list those firearms, by manufacturer and model number, which the City Administrator or his/her designee determines to satisfy the definition of Saturday Night Special set forth in Pomona Municipal Code 16-51.1(a).
- B. The Chief of Police or his/her designee shall publish the roster of Saturday Night Specials on a semi-annual basis and shall send a copy of the roster to every dealer within the City of Pomona who is licensed to sell and transfer firearms pursuant to Section 12071 of the Penal Code of the State of California.

II. Notification Of Initial Classification

- A. The Special Services Crimes Against Property Sergeant shall endeavor to send written notification to the following:
 - 1. The manufacturer of every firearm on the roster of Saturday Night Specials.
 - 2. Every dealer within the City of Pomona who is licensed to sell and transfer firearms pursuant to Section 12071 of the Penal Code of the State of California.
- B. The notification shall include the following:
 - 1. The model number of the firearm(s) which have been classified as Saturday Night Specials within the meaning of Section 16.51.1 of the Pomona Municipal Code.
 - 2. Advise the recipient of the reconsideration application process.

III. Reconsideration

- A. Any request for reconsideration as to whether a firearm should be considered as a "Saturday Night Special" shall be reviewed by the Pomona Police Department Rangemaster who shall take the following action.
 - 1. If the application for reconsideration is found to be deficient, the Rangemaster shall notify the City Clerk who will deliver or mail the recipient, by certified mail, a notice specifying how the application is deficient. If such deficiency has not been corrected within seven (7) calendar days after mailing of such notice by filing with the City Clerk a

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sufficient amendment to the application, the application shall be deemed to be withdrawn and the application shall be returned to the applicant.

2. If the application for reconsideration is complete, the Rangemaster shall evaluate the evidence submitted by the applicant. Within twenty (20) days of receiving same, or as soon thereafter as is feasible, the Rangemaster shall complete a letter in the name of the Chief of Police notifying the applicant of the outcome of the reconsideration. If the Rangemaster determines that the firearm under reconsideration has been properly classified as a Saturday Night Special, then the applicant shall have ten (10) days to appeal such decision to the City Administrator.
3. Whenever a firearm has been determined to be properly classified as a Saturday Night Special after reconsideration, the applicant may, within 10 days of such decision, file an appeal to the City Administrator or his/her designee pursuant to Resolution 97-90.

GENERAL 849

849.0 TITLE: ALCOHOLIC BEVERAGE LICENSE(S) APPLICATION

Date: 8-16-84

Revised Date: 8-25-99 (Author: Sergeant Crabb)

849.1 SYNOPSIS:

Specific procedures for processing applications for Alcoholic Beverage License.

849.3 STATUTORY REFERENCE:

Rule 61.4 – title 4, Department of Alcoholic Beverage Control, undue concentration.

849.4 DEFINITIONS:

1. Alcoholic Beverage License(s) Application: Copy of Alcoholic Beverage Control; "new", "transfer", or "renewal" of Alcoholic Beverage License.
2. Types of Alcoholic Beverage Licenses:
 - Type 1: Beer manufacturer
 - Type 2: Winegrower
 - Type 3: Brandy Manufacturer
 - Type 4: Distilled spirits manufacturer
 - Type 5: Distilled spirits manufacturer agent
 - Type 6: Still
 - Type 7: Rectifier
 - Type 9: Beer and wine importer
 - Type 10: Beer and wine importer's general
 - Type 11: Brandy importer
 - Type 12: Distilled spirits importer
 - Type 13: Distilled spirits importer's general
 - Type 14: Public warehouse
 - Type 15: Customs broker
 - Type 16: Wine broker
 - Type 17: Beer and wine wholesaler
 - Type 18: Distilled spirits wholesaler
 - Type 19: Industrial alcohol dealer
 - Type 20: OFF-SALE BEER AND WINE
 - Type 21: OFF-SALE GENERAL
 - Type 22: Wine blender
 - Type 23: Small beer manufacturer
 - Type 24: Distilled spirits rectifier's general
 - Type 25: California brandy wholesaler
 - Type 26: Out-of-state beer manufacturer certificate
 - Type 27: California winegrowers agent

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Type 28:	Out-of state distilled spirits shippers certificate
Type 29:	Winegrape growers storage license
Type 40:	ON-SALE BEER
Type 41:	ON-SALE BEER AND WINE – EATING PLACE
Type 42:	ON-SALE BEER AND WINE – PUBLIC PREMISES
Type 44:	On sale beer – fishing party boat
Type 45:	On-sale beer and wine boat
Type 47:	ON-SALE GENERAL – EATING PLACE
Type 48:	ON-SALE GENERAL – PUBLIC PREMISES
Type 49:	On-sale general – seasonal
Type 50:	On-sale general – club
Type 51:	club
Type 52:	Veterans’ club
Type 53:	On-sale general – train
Type 54:	On-sale general – boat
Type 55:	On-sale general – airplane
Type 56:	On-sale general – vessel, 1,000 tons
Type 57:	Special on-sale general
Type 58:	Caterer’s permit
Type 59:	ON-SALE BEER AND WINE SEASONAL
Type 60:	ON-SALE SEASONAL
Type 61:	ON-SALE BEER PUBLIC PREMISIS
Type 62:	On-sale beer dockside, 10,000 ton
Type 63:	On-sale special beer and wine – hospitals
Type 64:	Special on-sale general theater
Type 65:	Special on-sale beer and wine – symphony
Type 66:	Controlled access cabinet permit
Type 67:	Bed and breakfast inn
Type 68:	Portable bar
Type 69:	Special on-sale beer and wine – theater
Type 70:	On-sale gnarl restrictive service

849.5 PROCEDURES:

- I. License Application
 - A. All documents relating to Alcoholic Beverage Control (ABC) licenses or licensing are to be routed to the Special Operations Unit Sergeant..
 - B. Check “Copies Mailed Date,” on ABC application and add (30) days to the date to determine the deadline for filing a protest to the application.
 - C. Complete ABC License Information Request and distribute to all applicable personnel listed on request form. Upon receipt of responses, evaluate comments and determine if a protest is appropriate.

GENERAL 849

- D. Check Census Tract information, Calls for Service, and total Part 1 and Part 2 crimes for the appropriate reporting district. If the crime rate for that reporting district is considered “high,” according to the City of Pomona Crime Statistics Report prepared by the Custodian of Records, and the census track information indicates undue concentration, consideration to protest shall be made, based on a case by case basis.
 - E. Protests must be made in writing articulating specific facts to justify the protest. The protest letter shall be sent to the El Monte ABC Office Unit Supervisor. All protests must be made within thirty (30) days of the copies mailed date.
 - F. An administrative memorandum shall be prepared and sent to the Patrol Captain indicating the decision to protest. All of the facts leading to the decision to protest shall be documented in the memorandum. If approved by the Patrol Captain, a copy shall be forwarded to the Planning Division.
 - G. Forward copies of all letters of protest to the Mayor and City Council, after approval by the Patrol Captain.
- II. Renewal of Existing License
- A. The Special Operations Unit shall review criminal/cal for police service activity, if any, at location during the previous 12 months period.
 - 1. If there is no significant amount of criminal/call for police activity for which the licensee could be responsible, file application in A.B.C. file located at the Special Operations Unit..
 - 2. If there is significant amount of criminal/call for police service activity, follow procedures as in new license application for protest.

GENERAL 850

850.0 TITLE: LICENSES AND PERMITS

Effective Date: 03-85

Revised Date: 7-29-99 (Author: Corporal Crabb)

850.0 SYNOPSIS:

This is to provide a guide for processing applicants for licenses and permits.

850.0 PROCEDURES:

- I. All permit applications received by this agency are to be directed to the Record Bureau Applicant Desk, where they are to be logged and set to the appropriate officer for further processing.
 - A. The Detective Bureau shall process the following permit requests:
 1. Massage Operators/Technicians
 2. Second Hand Dealers
 3. Pawn Dealers
 4. Bingo Operators
 - B. The Administrative Investigations Officer will handle all other applications:
 1. Concealed Weapon Permits
 2. Concealable Weapon/Firearms, Dealers Licenses
 3. Etc.
 - C. The Special Operations Unit will handle the following permits and background checks:
 1. Taxi Operators/Drivers
 2. Security Business License Background checks
- II. Once completed, the paperwork is routed to the Chief of Police for approval, signature, returned to Records to be logged, and forwarded back to the sending/originating agency.

GENERAL 850

III. Taxi application process:

- A. Received by Desk Personnel
- B. Reviewed by Police Clerk
 - 1. Local Record check made
 - 2. Fingerprint Card typed up
 - 3. File folder made on applicant
- C. Applicant fingerprinted by Jail
 - 1. Jailer returns fingerprint card to Records
 - 2. Fingerprint cards mailed to Department of Justice.
 - 3. Fingerprint cards returned from Department of Justice.
 - 4. (Rapsheet) Record reviewed by Records Bureau personnel, and any arrest reports without a disposition must be verified through arresting agency.
 - 5. Application and any paperwork forwarded to Special Operations Unit.

IV. Administrative Investigations Process:

- A. Assign to an Investigator.
 - 1. Checks made through AWWWS, NCIC, WPS, the Department of Motor Vehicles, etc.
- B. Review all materials and evaluate using City Ordinance criteria.
- C. Prepare and evaluate letter to approve, or deny applicant.

V. Concealed Weapon Permit:

- A. Applicant interviewed by Administrative Investigations Sergeant for feasibility of purpose and reason.
 - 1. Discuss alternatives - give opinions.
 - 2. Discuss procedure and criteria.

GENERAL 850

- B. If applicant meets required criteria, application is accepted for process.
 - C. Once application is received for investigation process, re-interview applicant for additional background information.
 - 1. Fingerprinting and application fee are accepted from applicant.
 - 2. Applicant is fingerprinted by Jail personnel, and paperwork to the Department of Justice processed by the Records Bureau.
 - D. Background investigation commenced.
 - E. Completed background investigation report to Chief of Police, with recommendations.
 - F. Chief of Police issues, or denies permit.
- VI. Security Business License Application Process
- A. Received by Desk personnel.
 - B. Reviewed by Desk personnel for completeness.
 - 1. Local record check made.
 - 2. Fingerprint card typed up.
 - 3. File folder made on applicant.
 - C. Applicant fingerprinted by Jail.
 - 1. Jailer returns fingerprint cards to Records.
 - 2. Fingerprint cards mailed to Department of Justice.
 - 3. Fingerprint cards returned from Department of Justice.
 - 4. Rapsheet, application and any other documents shall be forwarded to the Special Operations Unit.
 - 5. Background check completed by the Special Operations Unit. When complete, all documents contained in file shall be forwarded and maintained in the Special Operations Lieutenant's office.

GENERAL 850

- VII. Special Operations Unit process for security business license background checks.
- A. Review all documents submitted by applicant for completeness.
 - B. If not complete, contact applicant to make necessary corrections.
 - C. If complete, prepare a manila folder for each background.
 - D. Contact the Department of Consumer affairs licensing division in Sacramento and confirm that the applicant has a valid Private Patrol Operators Permit issued by the Department of Consumer Affairs. Confirm that all personnel employed by the applicant have valid Guard Cards issued by the Department of Consumer Affairs.
 - E. After review of all documents and other information obtained from the applicant, prepare a letter to approve or deny the applicant, addressed to the Business License Department at City Hall.

GENERAL 852

852.0 TITLE: **DUI COST RECOVERY PROGRAM**

Effective Date: 05-23-2003 (Author: Corporal M. Olivieri)

Revision Date: 01/30/2013 (Sgt. C. Hsu/Cpl. J.T. Garcia/M. Robledo)

852.1 SYNOPSIS:

Pomona City Code Sections 14-201 through 14-205 establish a DUI Emergency Response Cost Recovery Program ordinance. This ordinance was designed to allow for reimbursement of costs for the Police Department's emergency response to intentional wrongful conduct that causes any incident and any traffic incidents involving persons driving under the influence of alcohol and/or drugs.

The provisions of this procedure shall not limit the Department's rights or remedies with regard to any other lawful means available for the recovery of costs or damages.

852.2 POLICY/OVERVIEW:

It shall be the policy of the Pomona Police Department to seek recovery of costs associated with emergency police responses to incidents involving the negligent or intentionally wrongful operation of a motor vehicle caused by any person who is under the influence of alcohol, drugs, or both, as authorized by California Government Code Sections 53150 through 53158.

852.3 STATUTORY REFERENCES:

Government Code Sections 53150 through 53158, Vehicle Code Sections 23152 through 23153, and Pomona City Code Sections 14-201 through 14-205.

852.4 DEFINITIONS:

Driving Under the Influence:

As a result of drinking an alcoholic beverage or using a drug, or both, one's physical or mental abilities are impaired to a degree that one no longer has the ability to operate a motor vehicle with the caution characteristic of a sober person under the same or similar circumstances. For purposes of potential cost recovery cases, the condition of being

under the influence of an alcoholic beverage, drug, or both, shall be evidenced by (1) the objective symptoms observed by the arresting officer, and (2) the chemical test results showing that the driver has a blood alcohol content of .08 percent or above, or tested positive for drugs.

Emergency Police Responses:

Any police action taken, including but not limited to the use of emergency equipment by police personnel, while responding to a traffic incident associated with the negligent or intentionally wrongful operation of a motor vehicle by a person driving under the influence.

“Intentional Wrongful Operation” shall be evidenced by (1) conduct intended to injure another person or property as further described in Government Code Section 53156(c), (2) evading arrest where the conduct is intended to injure another person or property, and/or (3) police pursuits involving the ramming or attempt to ram a police vehicle or other property.

“Negligent Operation” shall be evidenced by (1) a traffic incident or collision involving a DUI Driver, or (2) a situation where the DUI driver commits a moving violation of the vehicle code, which could pose a safety risk, including but not limited to speeding or failure to stop at a red light, and where said traffic incident, collision or moving violation is proximately caused by the action(s) of the DUI driver.

Emergency Response Costs:

The cost of police personnel, facilities, medical or booking fees, and/or equipment reasonably attributed to police activities or services made in response to the qualified emergency police response.

The total amount for reimbursement shall not exceed twelve thousand dollars (\$12,000.00), as authorized under Government Code Section 53155.

852.5.1

PROCEDURES:

I. Officer Responsibility:

It is the officer’s responsibility to evaluate all incidents of Driving Under the Influence that he/she are assigned to handle, to ascertain if the incident qualifies as an Emergency Police Response as defined herein.

If the event qualifies as such, the officer shall complete the DUI Emergency Response Cost Recovery Form and attach a copy of the complete dispatch printout. Any injuries to

police personnel, damage to City property, or any other extraordinary details shall be included in the police report **only**.

The DUI Emergency Response Cost Recovery Form, the dispatch printout, and the police report shall be submitted to the officer's immediate supervisor upon completion, and prior to the end of the officer's shift.

II. Supervisor Responsibility

The supervisor reviewing the cost recovery form and police report shall insure the incident qualifies as an Emergency Police Response, and all elements of this procedure are met.

Upon approval of the police report and cost recovery package, the supervisor shall submit the documents to the on-duty Watch Commander for review and final approval.

III. Watch Commander Responsibility:

Upon receiving the documents, the on-duty Watch Commander shall review and approve the package. The Watch Commander shall then forward the Reimbursement Form **only** to the Administrative Division's Payroll Technician for appropriate calculations and subsequent demand to Finance for billing. The remaining package shall be forwarded to Records for regular processing.

IV. Administrative Division Payroll Technician Responsibility:

Upon receipt of the DUI Emergency Response Cost Recovery Form, the Administrative Division Payroll Technician shall calculate exact time spent (rounded up to the nearest tenth), and determine the amount using corresponding payroll codes for each individual officer involved in the incident. Once completed, a demand to the Finance Department shall be completed for billing for the total amount as indicated on the Reimbursement Form, not to exceed \$12,000.00.

Once final calculations are complete, the Payroll Technician will 1) forward the top copy **only** (White Copy) of the

Reimbursement Form back to Records, and 2) forward the remaining copies to the Detective Bureau for processing.

V. Records Responsibility:

Once the police report package is received from the on-duty Watch Commander, and the white copy of the Police Cost/Fee Reimbursement Form is received from the Administrative Division Payroll Technician, the police report cost recovery package shall be made part of the official record of the event. All other photocopying and routing procedures will be done according to normal practice prior to receiving the White Copy of the Reimbursement Form.

VI. Billing:

Once the Administrative Services Payroll Technician has completed the demand to the Finance Department, Finance Department personnel shall follow normal procedure on billing the individual and maintain proper tracking of all revenue receivables to be posted to the corresponding cost recovery accounts.

VII. Data Ticket/Revenue Experts

Data Ticket/Revenue Experts has been contracted to recover delinquent accounts (over 90 days). Following its initial billing, if the City has not received payment, then all delinquent accounts are electronically forwarded to Data Ticket/Revenue Experts for processing to send out 60-day and 90-day notices respectively. Data Ticket/Revenue Experts directly deals with the individual and works out any specific payment plan. When a sufficient amount of money is accrued in the respective escrow account, then Data Ticket/Revenue Experts remits a check to the City.

If no response is received at the end of the 90-day noticing period, then all delinquent accounts are being assigned to the Franchise Tax Board (FTB), under the "Intercept" program, for future collection on any tax refund due those delinquent accounts. Any and all funds collected on delinquent accounts through FTB includes the full amount owed the City plus all fees owed to Data Ticket/Revenue Experts. If funds are remitted by FTB, then the City receives funds directly from FTB. In turn, the City is responsible for

remitting to Data Ticket/Revenue Experts its percentage for that specific account.

VIII. Administrative Review

A Pomona Police Department Traffic Services supervisor will conduct an in-office review when a dispute of charges is received by the Budget and Accounting Unit. The Traffic Services supervisor will review all document submissions received by the person disputing the charges.

The supervisor shall review all internal documents related to the arrest. This includes, but is not limited to; arrest reports, supplemental reports, DMV documents and relevant court documents.

The supervisor shall complete a "DUI Cost Recovery – Administrative Review" form with a determination of Sustained or Vacated.

A copy of the form shall be mailed to the person that requested the review by the Traffic Services supervisor. A copy will also be forwarded to the Budget and Accounting Unit for disposition of the billing.

Copies of all materials submitted, including the completed "DUI Cost Recovery – Administrative Review", will be scanned and maintained in electronic form with Traffic Services.

GENERAL 854

854.0 TITLE: PRESCRIPTION DROP BOX USE AND MAINTENANCE

Effective Date: 04/06/2016 (Author: Lt. E. Vazquez)

Revised: N/A

854.1 SYNOPSIS:

To establish a procedure for the use and maintenance of the Prescription Drop Box in the lobby of the police station. The voluntary use of the Drop Box is intended for non-commercial purposes as a community service to residents or employees to dispose of unwanted and/or expired prescription medications.

854.2 POLICY/OVERVIEW:

It is the policy of this department to provide the community a safe method to dispose of unwanted medications. To better facilitate this process, the police department has provided an unmanned and anonymous Prescription Drop Box in the public lobby. The receptacle will be available to all residents and employees within the City of Pomona during the police department's normal business hours.

854.3 DEFINITIONS:

- I. Medications: All prescription and non-prescription legal drugs, including veterinary drugs. For the purposes of this procedure, new or used syringes are not considered medications and should not be placed in this receptacle.
- II. Non-Commercial medication: Medication in small to moderate quantities that are normally possessed for use by individual.
- III. Commercial medication: All other Medication in large quantities that is normally associated with commercial sales or use.

854.5 PROCEDURES:

- I. The Prescription Drop Box will be locked at all times and placed in the lobby of the police station. The keys to the Drop Box will be stored in the Watch Commander's desk safe.
- II. The On-Duty Watch Commander is responsible for the maintenance of the disposal bin and the disposition of the contents. Any evidence of tampering with the Drop Box shall be immediately reported to the On-Duty Watch Commander.
- III. The Front Desk Community Service Officers shall remove, inventory, package, seal, initial and document the contents of the disposal bin every Wednesday morning during normal business hours. Standard safety practices shall be utilized when handling the contents of the Drop Box, including the use of protective gloves. The CSO conducting the inventory and completing the Property Report (PPD-40) will make arrangements with Property and Evidence to pick up the items on the same day as soon as possible.

GENERAL 854

- IV. Property and Evidence technicians will respond to the station and pick up the contraband every Wednesday at the completion of the inventory. The Property Technicians will dispose of the contraband items in a manner that is consistent with their normal procedures, policies and California State Law.

- V. The Prescription Drop Box is not intended to accept Illegal Drugs, Trash, Needles, Glassware, Drug Paraphernalia or Liquids.

855.0 TITLE: UNWANTED ITEM DROP BOX (AMNESTY DROP BOX) USE AND MAINTENANCE

Effective Date: 5/29/19 (Author: Sgt. Brian Hagerty)

855.1 SYNOPSIS:

To establish a procedure for the use and maintenance of the Amnesty Drop Box (drop box) at the Homeless Services Campus.

855.2 POLICY/OVERVIEW:

It is the policy of this department to provide a safe environment at the Homeless Services Campus. To better facilitate this process, the police department has provided the drop box for clients to place unwanted medication, narcotics, paraphernalia and contraband.

855.3 DEFINITIONS:

- I. Medications: All prescription and non-prescription legal drugs, including veterinary drugs.
- II. Narcotics and Paraphernalia: Controlled substances that are unlawful to possess or unlawful to possess without a prescription. Paraphernalia are devices used to ingest narcotics.
- III. Contraband: All dangerous items not listed above (e.g. firearms, sharp edged weapons, etc.).

855.4 PROCEDURES:

- I. The drop box will be kept locked and secured. Keys to the drop box will be kept in the Watch Commander's safe.
- II. The Quality of Life Supervisor or Watch Commander will designate an officer who will be responsible for the maintenance of the drop box and disposition of the contents. Any evidence of tampering with the drop box shall be immediately reported to the On-Duty Watch Commander.
- III. A designated Officer shall remove, inventory, package, seal, initial and document the contents of the drop box every Wednesday morning during normal business hours. Standard safety practices shall be utilized when handling the contents of the drop box. The officer conducting the inventory and completing the Property Report (PPD-40) will transport the items and the Property Report to the Pomona Police Department evidence facility for storage.

GENERAL 855

- IV. The Property Technicians will dispose of the contraband items in a manner that is consistent with their normal procedures, policies and California State Law.

GENERAL 890

890.0 TITLE: POLICE DEPARTMENT CITY COUNCIL STAFF REPORT/CITY MANAGER MEMO INTERNAL PROCESS

Effective Date: 03/06/2003

Revised Date: 04/15/2014 Author: (M. Robledo)

Prior Revision Date: 12/21/06, 05/17/07

890.1 SYNOPSIS:

This policy establishes a uniform procedure of continuity on composing, reviewing and completing final draft Police Department City Council staff reports and City Manager Memos.

890.2 POLICY/OVERVIEW:

This policy establishes a systematic approach to composing, reviewing and completing all Police Department City Council staff reports and City Manager Memos. The Management Analyst assigned to the Business Services Unit shall be responsible for authoring all Police Department City Council staff reports and City Manager Memos. The affected work unit Manager shall be responsible for coordinating the research for the drafting of respective City Council staff reports and City Manager memos.

890.5 PROCEDURES:

I. Police Department City Council Staff Reports

- A. The Police Department's internal City Council staff report process shall begin at a minimum of four (4) weeks prior to the desired Council meeting date. The calendar dates for City Council meetings may be obtained from the Business Services Unit Management Analyst. All requests for City Council staff reports must be made by the rank of Division Commander or above and shall be authored by the Management Analyst assigned to the Business Services Unit. The Program Manager shall provide the Management Analyst with all pertinent information to be included in the Council Report, including attachments such as grant award agreement or Purchasing Summary of Proposals documents.
- B. Once the Management Analyst completes the initial Council Report draft, it is then forwarded to the Administrative Services Manager for review and/or any modifications. Once reviewed and any modifications are completed by the Administrative Services Manager, the report is then returned to the Management Analyst.

GENERAL 890

- C. The Management Analyst shall then forward the reviewed draft Council Report to the affected Program Manager for their final review. If any additional modifications are required by the Program Manager, the Program Manager shall complete the modifications in “track changes” and then return the revised report to the Management Analyst.
- D. Once the Program Manager’s final draft review and modification process has been completed, the Council Report is then forwarded to the respective Division Commander for review. The Division Commander will then be responsible for reviewing and approving any final changes to the report and communicating this information to the Management Analyst. The Management Analyst shall then complete the final draft of the report and send it by email to the Police Chief for final Department Head review/approval. When sending the email final draft report to the Police Chief for review, the Management Analyst shall “cc:” the Business Services Unit Administrative Services Manager, involved Program Manager and Division Commander.
- E. The Chief of Police will review the Council report and make any necessary modifications. Once complete, the Chief of Police will then electronically forward the final version of the Council Report to the Finance Director, City Clerk and the City Attorney’s Office for review and comment approximately two (2) weeks prior to the desired Council meeting date. At the time of this email transmittal, the Chief will “cc:” the City Manager, Business Services Unit Administrative Services Manager and Management Analyst and also inform the City Clerk of the desired City Council meeting date for the specific Council report.
- F. If the Finance Director, City Clerk or City Attorney’s office request any report revisions, the Management Analyst will make the modifications to the Council report. Once these modifications are made, then the Management Analyst shall print the final draft version of the Council report and deliver it for the Chief’s signature. When delivering the final draft of the Council report for the Chief’s signature, the Management Analyst shall also include the required routing/printing slip and all other necessary report attachments. After the Chief signs the report, it shall then be the Management Analyst’s responsibility to obtain the Finance Director’s signature for the Fiscal Impact portion of the Council report. After the Finance

GENERAL 890

Director signs the report, the Management Analyst shall then deliver the signed final draft report, with routing, printing slip and all attachments to City Manager's office for final review. The deadline for submitting all City Council Reports to the City Manager for final review and signature is by 5:30pm on Thursday, ten (10) days prior to the actual Council meeting date.

- G. If modifications are made by the City Manager, then the Management Analyst will promptly complete those modifications, obtain any necessary report signatures and resubmit the Council report back to the City Manager's office.

II. Police Department City Manager Memos

- A. City Manager Memos are required when:
 - 1. A sole source purchase is requested for General Supplies/Equipment, with a value between \$5,001 and \$30,000;
 - 2. A sole source Maintenance Agreement for equipment awarded by the City Council, to the same vendor, with no value cap; and,
 - 3. A sole source purchase for Professional Services (non-CIP) with a value between \$5,001 and \$15,000.
- B. All City Manager Memos shall be drafted by the Management Analyst assigned to the Business Services Unit, in conjunction with the requestor. Once drafted, the requestor will review the City Manager memo and make any modifications. Any modifications made by the requestor will be incorporated into the City Manager memo by the Management Analyst. The City Manager memo will then be forwarded to the Chief, with all corresponding attachments, for his signature.
- C. The signed City Manager memo is then given to the Administrative Services Division Accounting Technician to process through the normal City purchasing process.

NOTE:

City Manager memos are less formal than Council Reports and thus do not require the detailed information normally included in Council Reports. A brief description of the item and/or service to be purchased is ample information for City Manager memos.

GENERAL 900

900.0 TITLE: COLLECT PHONE CALLS

Effective Date: May 25, 1989

900.1 SYNOPSIS:

Establishes procedural guidelines for the acceptance or initiation of a collect phone call when the Department incurs the expense.

900.2 POLICY/OVERVIEW:

While the Department recognizes that there may be a need to incur the expense of a collect call, it must also regulate when such expense is authorized.

900.5 PROCEDURE:

It shall be the policy of the Pomona Police Department to accept a collect phone call in the following circumstances.

1. If the call is believed to be related to an emergency where police action is needed, the call may be accepted or initiated. If,, however after acceptance of the call no emergency is present, the call shall be terminated at the earliest possible moment.
2. If the collect call is in furtherance of a criminal investigation and no other viable alternatives exist, the call may be accepted or initiated.
3. If the collect call is related to official police business and no other viable alternative exists, then such call may be accepted or initiated.
4. No collect call shall be accepted or initiated that are personal in nature and not related to official police business.

920.0 TITLE: REWARDS

Effective Date: 7-13-98 (Author: Sergeant G. Jones)

Revised Date: 5/18/00 (Author: Sergeant G. Jones)

920.1 SYNOPSIS:

Provides a systematic and comprehensive method to encourage public assistance with criminal apprehension and conviction.

920.2 POLICY/OVERVIEW

- I. Rewards are given for several different purposes.
 - A. Information leading to the arrest and/or conviction of a person or persons responsible for a crime.
 - B. To assist with the location of missing persons or property.
 - C. As a deterrent for a commonly occurring crime, a reward could be offered for information leading to identity and/or successful prosecution of persons committing crimes.

920.5 PROCEDURES

- I. Reward Sources
 - A. Private persons (includes charitable organizations and businesses).
 - B. Public Agencies.
 - C. Monies Available From Pomona Police Department.
 - 1. Monies from the Pomona Police Department Narcotic Forfeiture fund.
 - a. Up to \$10,000.00 with Chief's approval.
 - 2. The City
 - a. An additional \$10,000.00 can be added with City Manager approval.
 - b. City Council to approve amounts greater than \$20,000.00.

II. Administration Of Private Party Reward Funds by Pomona Police Department

- A. A private party who offers a reward must sign an agreement relinquishing any control as to who will receive reward money.
- B. Private party funds should be held in a bank account by the private party. The deposit should be verified by the Detective Bureau. Reward flyers will state that funds are from a private party source and guarantee of payment cannot be made by Pomona Police Department.
- C. The Chief of Police or his designee will determine qualifications for receipt of reward funds. Several possibilities exist for partial or full disbursement of funds.

Example: Several informants provide information for a case and each contributes to the solution of the case. Payments would be made to more than one person.

- D. If the reward is recalled, the party offering the funds shall be notified that the reward has been recalled and the funds are not longer needed.

III. Pomona Police Department and City of Pomona Funds

- A. Money provided by the City of Pomona should have documentation indicating that the funds are encumbered from a designated account. This information shall be maintained in the reward file. If the funds are no longer needed, the City of Pomona Finance Department should be notified immediately.
 - 1. Any money offered as a reward from Pomona Police Department Narcotic Forfeiture Funds will be held in the fund. However, it will not be available for any other use until the reward is paid or withdrawn.
 - 2. Funds will be secured with an Asset Seizure Expenditure Request/Purchase Request.
 - 3. Written notification shall be provided to the City of Pomona Finance Department by the Chief of Police or his designee.

IV. Requests To Offer A Reward

- A. A reward funding request memorandum can be made by a member of the Pomona Police Department. It should be forwarded to the Detective Bureau Commander or a Detective Bureau supervisor.
- B. A Detective Bureau supervisor will assign the request to the appropriate Detective for research and review. The Detective will then provide a memo indicating case status, probability of case solution, and recommendation as to the necessity of the

reward. An Asset Seizure Expenditure Request will also be completed. The package will be returned to his/her Detective Bureau supervisor.

- C. The Detective Bureau supervisor will forward the package with recommendations through the chain of command.
- D. The package will be presented to the Command Staff for review.
- E. After Command Staff review, the Chief of Police or his designee will make the final decision.

V. Reward Offers

- A. The following information shall be included in the reward documents:
 - 1. Payee information.
 - 2. Brief disposition of case, including case number with justification.
 - 3. Receipt signed by Captain or authorized designee and payee.
- B. The Pomona Police Department Budget Coordinator (Accounting Technician) shall freeze allocated funds until the reward is paid or rescinded.
- C. An annual review will be done for all reward offers. The purpose of the review will be to determine if the reward should be increased or withdrawn. The review will be done by the Detective assigned to the case. In his absence, a supervisor will assign this duty to another Investigator. The review will be forwarded through the chain of command to the Captain of Investigative Services.
- D. If the reward is withdrawn, allocated Department funds should be returned to the account which provided the reward funding.

VI. Information and Reward Documents

- A. All information and documents pertaining to reward offers should be kept in the Investigative Services Administrative Secretary's Office.
- B. Each file should be labeled with the DR number crime class and Investigator's name.

GENERAL 930

930.0 TITLE: LIFE THREATENING INJURIES AND DEATHS IN THE LINE-OF-DUTY
Effective Date: 2-22-00 (Author: Lt. Watts)

930.1 SYNOPSIS:

The purpose of this order is to establish procedures that will ensure the proper support and emotional care for an officer's family following a line-of-duty death.

930.2 POLICY/OVERVIEW:

It is the policy of the Pomona Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line-of-duty. This assistance will be provided whether the death was unlawful or accidental (automobile accident, hit by a passing vehicle during a traffic stop, training accident, etc.) while the officer was performing a police related function, either on or off duty, and while the officer was an active member of the Police Department. *The Chief of Police may institute certain parts of this order for cases of an officer's natural death.* The Police Department will also provide a clarification and comprehensive study of survivor benefits as well as other tangible and intangible emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased officer are to be decided by the FAMILY, with their wishes taking precedence over the Department's.

930.3 DISCUSSION:

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

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

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

This policy is based upon guidelines suggested in the handbook titled, "Support Services to Surviving Families of Line of Duty Death," by Suzanne F. Sawyer, the Executive Director of Concerns of Police Survivors, Inc. (C.O.P.S.), located in Camdenton, Missouri.

GENERAL 930

930.5 PROCEDURES:

I. Notification

- A. The Division Commander, or designee, will examine the officer's Emergency Notification Record and identify those individuals the officer requested be notified in case of an emergency. The Emergency Notification Record should be kept at a location that has 24 hour access, i.e., Patrol Watch Commander's Office (see attached sample).
- B. It shall be the responsibility of the officer's Division Commander, or designee, to properly notify the next of kin that the officer has suffered severe injuries or died. The Watch Commander may personally make the notification or designate a Notification Officer to inform the survivors.
- C. The name of the deceased officer MUST NEVER be released by the Police Department before the immediate family is notified.
- D. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.
- E. Notification MUST ALWAYS be made in person and never alone. The Chief of Police or a representative, police chaplain, close friend, or another police survivor could appropriately accompany the Notification Officer. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the demise of the officer, DON'T wait for the delegation to gather. The family should learn of the death from the Police Department FIRST and not from the press or other sources.
- F. NEVER make the death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. Be sure to use the officer's name during the notification.

If the officer has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."
- G. If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family NOT drive themselves to the hospital. If the family insists on driving, an officer should accompany them in the family car.

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- H. If young children are at home, the Notification officer must arrange for baby-sitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.
 - I. Prior to departing to the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is en route.
 - J. The deceased or severely injured officer's parents should also be afforded the courtesy of a personal notification if possible.
 - K. If immediate survivors live extremely far beyond the City of Pomona area, the Notification Officer will ensure that a teletype message is sent to the appropriate jurisdiction requesting a PERSONAL notification. The Notification Officer may choose to call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the Pomona Police Department.
 - L. The Chief or a high ranking representative should respond to the residence or the hospital to meet with the family, as quickly as possible.
 - M. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the officer's name, they should be advised to withhold the information pending notification of next of kin.
- II. Assistance for Affected Officers
- A. Officers who were on the scene or who arrived moments after an officer was critically injured or killed may have to be relieved as soon as possible.
 - B. Police witnesses and other officers who may have been emotionally affected by the serious injury or death of another officer will attend a Critical Incident Stress Debriefing held by a trained mental health professional.
- III. Assisting the Family at the Hospital
- A. The first official, other than the Chief or his representative, to arrive at the hospital becomes the Hospital Liaison.
 - 1. The Hospital Liaison is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the press and others. These responsibilities include:

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- a. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and only those others requested by the immediate family.
 - b. Arrange a separate area for the fellow police officers and friends to assemble.
 - c. Establish a press staging area.
 - d. Ensure that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
 - e. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased officer be directed to the Office of the City of Pomona Risk Manager. The family should not receive any of these bills at their residence. This may require the Hospital Liaison to contact the hospital during normal business hours to ensure that proper billing takes place.
 - f. Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
 - g. Arrange transportation for the family back to their residence.
- B. If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
- C. The Notification Officer(s) should remain at the hospital while the family is present.
- D. Do not be overly protective of the family. This includes the sharing of specific information on how the officer met his demise, as well as allowing the family time with the deceased officer.
- IV. Support of the Family During the Wake and Funeral
- A. The Chief of Police, or designee, will meet with the officer's family at their home to determine their wishes regarding departmental participation in the preparation of the funeral services. All possible assistance will be rendered.

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B. With the approval of family, the Chief or designee will assign a Family Liaison Officer. The Chief or designee will also designate a Department Liaison Officer and a Benefits Coordinator.

1. Family Liaison Officer

- a. The selection of the Family Liaison Officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his/her family.
- b. This is not a decision making position. This is a role of “facilitator” between the family and the Police Department.
- c. Responsibilities of the Family Liaison Officer:
 - (1) Ensure that the needs of the family come before the wishes of the Police Department.
 - (2) Assist the family with funeral arrangements and make them aware of what the Police Department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedure (i.e., 21 gun salute, presenting the flag, playing of taps).
 - (3) Apprise the family of information concerning the death and the continuing investigation.
 - (4) Provide as much assistance as possible, including overseeing travel and lodging arrangements for out of town family members, arranging for food for the family, meeting child and transportation needs, etc.
 - (5) Be constantly available to the family.
 - (6) Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out of town family travel, food for funeral attendees following the burial, etc.
 - (7) Notify Concerns of Police Survivors, (C.O.P.S.) (573) 346-4911. Members are available to provide emotional support to surviving families.
 - (8) Carry a pager at all times.

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2. Department Liaison Officer
 - a. This position is normally assigned to a Division Commander because of the need to effectively coordinate resources throughout the Police Department.
 - b. Department Liaison Officer Responsibilities:
 - (1) Work closely with Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - (2) Handle the news medial throughout the ordeal. If the family decides to accept an interview, an officer should attend to “screen” questions presented to the family so as not to jeopardize subsequent legal proceedings.
 - (3) Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - (i) Chief of Police and Division Commanders.
 - (ii) Funeral Director
 - (iii) Family priest or minister
 - (iv) Cemetery Director, and
 - (v) Honor Guard
 - (4) Direct the funeral activities of the Police Department and visiting police agencies according to the wishes of the family.
 - (5) Issue a teletype message to include the following:
 - (i) Name of the deceased;
 - (ii) Date and time of death;
 - (iii) Circumstances surrounding the death;
 - (iv) Funeral arrangements (state if service will be private or a police funeral);
 - (v) Uniform to be worn;
 - (vi) Expressions of sympathy in lieu of flowers; and

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- (vii) Contact person and phone number for visiting agencies to indicate their desire to attend and to obtain additional information.
- (6) Obtain an American Flag. If the family wishes a flag presentation by the Chief, notify the Chief's Office.
- (7) If the family desires a burial in uniform, select an officer to obtain a uniform and all accoutrements (except weapon) and deliver them to the funeral home.
- (8) Assign members for usher duty at the church.
- (9) Arrange for the delivery of the officer's personal belongings to the family.
- (10) Brief the Chief and staff concerning all funeral arrangements.
- (11) Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- (12) Arrange for a stand-by doctor for the family, if necessary.
- (13) Coordinate traffic management, with other jurisdictions if necessary, during the viewing, funeral and procession. Arrange for a tow truck to be available along the procession route.
- (14) Assign an officer to remain at the family home during the viewing and funeral.
- (15) Maintain a roster of all Departments sending personnel to the funeral, including:
 - (i) Name and address of responding agency;
 - (ii) Name of Chief of Police;
 - (iii) Number of officers responding;
 - (iv) Number of officers attending the reception after the funeral and
 - (v) Number of vehicles.
- (16) Assist in making the necessary accommodations (food, lodging, etc.).
- (17) Acknowledge visiting and assisting departments.

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- (18) Arrange for routine residence checks by the Patrol Division of the survivor's home for 6-8 weeks following the funeral.

This service is necessary since large amounts of money are passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.

3. Benefits Coordinator

- a. The Benefits Coordinator will gather information on ALL benefits/funeral payments available to the family.

The Benefits Coordinator has the Police Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.

- b. The Benefits Coordinator is responsible for:

- (1) Filing Worker's Compensation claims and related paperwork.
- (2) Contact the appropriate City offices without delay to ensure that the beneficiary receives death and retirement benefits, the officer's remaining paychecks and payment remaining annual and compensatory time.
- (3) Gathering information on all benefit/funeral payments that are available to the family.
- (4) Setting up any special trust funds or educational funds.
- (5) Notifying police organizations such as the Pomona Police Officers Association, PORAC, HEROES, Inc., the Fraternal Order of Police, etc., of the death and to ensure that any and all entitlements are paid to the beneficiary(s). These agencies may also offer legal and financial counseling to the family at no cost.
- (6) Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries, contacts at various benefits offices, and when they expect to receive payment.
- (7) Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.

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- (i) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
 - (ii) Attention should be given to the revocation of health benefits. The majority of health benefit providers allow a 30 day grace period before canceling or imposing monthly payments upon survivors.
8. Meeting again with the family in about six months to make sure that they are receiving their benefits.

V. Continued Support for the Family

- A. Members of the Police Department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
- B. Survivors should continue to feel a part of the "police family." They should be invited to Pomona Police activities to ensure continued contact.
- C. Members of the Police Department are encouraged to keep in touch with the family. Close friends, co-workers, and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
- D. The Chief of Police should observe the officer's death date with a short note to the family and/or flowers on the grave.
- E. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
- F. The Family Liaison acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the Police Department and the survivors and that their needs are met for as long as they feel the need for support.
- G. If no court proceedings surround the circumstances of the officer's death, the Family Liaison will relay all details of the incident to the family at the earliest opportunity.
- H. If criminal violations surround the death, the Family Liaison will:
 1. Inform the family of all new developments prior to the press release;

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2. Keep the family apprised of legal and parole proceedings;
3. Introduce the family to victim assistance specialists of your agency;
4. Encourage the family to attend the trial, and accompany them whenever possible; and
5. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

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949.0 **TITLE: CHAPLAIN PROGRAM**

Effective Date: 06-13-96 (Author Detective Pomroy)

Revision Date: 07-30-98 (Author: Corporal Bocanegra)

949.1 **SYNOPSIS:**

Establishes a policy for the Pomona Police Department Chaplain Program. This policy and procedure will address the need for the program, its intended use by the general public and the members of this Department, and guidelines for its members activities.

949.2 **POLICY/OVERVIEW:**

The Chaplain Program was created as a part of the Police Department to serve as a means of providing a link to the community for the exchange of information, and to serve the spiritual needs of the community and the Police Department

Police Officers are frequently confronted with people who are in crisis situations. It is our intent to offer to the citizens of our community the services of qualified professional Chaplains where they are needed and accepted.

The Pomona Police Department Chaplain Program is designed to offer a ministry in emergency or non-emergency situations for all people in our community.

The Pomona Police Department Chaplain Program provides a necessary service to individuals and groups, contributes to the reduction and prevention of crime, and contributes to the community's understanding of the Pomona Police Department.

949.5 **PROCEDURES:**

- I. All Chaplains in the program are to meet the following standards:
 - A. He/she must be an accepted clergy member within the person's own denomination/ecclesiastic organization.
 - B. He/she must be sanctioned by the pastor of his/her church.
 1. Each Chaplain applicant shall provide a letter of recommendation from his/her Pastor and shall supply it with his/her application.
 - C. He/she must demonstrate caring behavior and other behavior expected of a member of the clergy.
 - D. He/she must accept and adhere to the Pomona Police Department rules, regulations, procedures and policies.
 - E. He/she must be fingerprinted and receive a background investigation security clearance.

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- F. He/she must carry a Chaplain identification card on his/her person.
 - G. Final approval of a recommended appointment to the program will be at the sole discretion of the Chief of Police.
 - H. The Chaplain Program will be limited to ten (10) Chaplain members.
- II. The Pomona Police Department Chaplain Program will be administered by the Administrative Staff Services Lieutenant at the direction of the Chief of Police.

At an Officer's request the Chaplain Program will:

- A. Seek to bring comfort and consolation to persons involved in accidents, natural catastrophes, death of a loved one or threatening situations.
- B. When requested, provide pastoral counsel and referral to persons involved in family tensions and conflict, the elderly, lost persons, alcohol and other drug abuses, attempted suicides, and affected relatives of suicide victims. To avoid a conflict of interest, referrals will not be made to a Chaplain's personal business.
- C. When requested, give confidential pastoral counseling to individual Officers.
- D. A request for a Chaplain will be made through the Watch Commander's Office or through the Volunteer Coordinator.

III. Volunteer Coordinator

- A. A Volunteer Coordinator will oversee and maintain communications with the Chaplains. The Volunteer Coordinator will be responsible to insure that meetings and Chaplain assignments are scheduled, attendees notified and necessary training is provided.

IV. Dress Code For Chaplains Will Be As Follows:

- A. The attire of each Chaplain, while on-duty as a Chaplain, will be a shirt and tie or clergy collar, with the plastic badge/I.D. prominently displayed.
- B. When participating in an authorized official capacity, or as part of an official Pomona Police Department event, Chaplains will wear the Department approved uniform as designated by the Uniform Regulations.

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V. Attendance

- A. Attendance at Chaplain planning and training meetings is mandatory for all Chaplains.

VI. Chaplain Responsibility

- A. Chaplains, when requested to assist, will not interfere with the Officer's enforcement of the law. The Chaplain is not a law enforcement Officer. His/her responsibility is to assist the Police Officer when asked to do so and when said assistance is within the realm of the Chaplain's expertise and duties.

VII. Chaplain Training

- A. Each Chaplain will be trained and will seek further training in all areas that require specialized knowledge and abilities so he/she will be better equipped to assist Police Officers and the members of the community.

VIII. Log Updates

- A. At each Chaplain planning and training meeting, the duty log and the pager duty rotation log will be updated and duties will be projected through to the next meeting date.

IX. Chaplains Requesting Ride-Along

- A. Chaplains requesting a ride-along will contact the on-duty Watch Commander who will retain sole discretion for approval.

X. Incident Reports

- A. When a Chaplain provides services to a member of the community, a Chaplain Incident Report will be completed and routed to the Pomona Police Department Volunteer Coordinator as soon as possible, and not more than five days after said incident.

XI. Attendance at Events

- A. Attendance at events where the Chaplain/s will represent the Department will require prior approval from the Volunteer Coordinator before accepting an invitation or attending. Those events where the Chaplain is not acting as a representative of the Department are not subject to prior approval.

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XII. Chaplain Appointment Process

- A. Interested persons may obtain an application and background data forms from the Human Resources Department or the Volunteer Coordinator.
- B. When completed, applications and background forms are to be returned to the Volunteer Coordinator. The Appointment Recommendation Committee will meet and review the application and background to determine whether or not the applicant meets the criteria for the program. If it is determined that the applicant is likely to succeed through the background process and the Chaplain Program has a vacancy, the Volunteer Coordinator will arrange for a background investigation.
- C. The completed background will be returned to the Volunteer Coordinator who will reconvene the Appointment Recommendation Committee. The Committee will review the package and recommend the applicant be rejected or that the applicant proceed with an endorsement.
- D. Upon endorsement by the Appointment Recommendation Committee, the Volunteer Coordinator will schedule an interview of the applicant with the Administrative Staff Services Captain. Following this interview, the Administrative Staff Services Captain will make a recommendation to the Chief of Police to appoint or reject.

XIII. Removal From Program

- A. The removal of a Chaplain from the program will be at the sole discretion of the Chief of Police.

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950.0 TITLE: FUNERAL PROCEDURE

Effective Date: 8-21-84

Revised Date: 5/18/00 (Author: Lt. Watts)

950.1 SYNOPSIS:

This section is intended as a general reference for use by this Department in handling funerals of officers killed in the line of duty, as well as officers and retired officers who die under other circumstances. The general purpose of this procedure is to make the funeral arrangements and ceremony as uncomplicated as possible.

950.2 POLICY/OVERVIEW:

It is the policy of this Department to provide a military type funeral for current and retired members of this Department as a final tribute for their service to the community. The extent to which the Department participates in the funeral service depends upon the express wishes of the family of the deceased.

950.5 PROCEDURES:

I. General Procedure

A. The composition and strength of the escort and related functions will depend upon availability of personnel and family wishes. Normally the Department will provide:

1. PALLBEARERS - 6 Members
2. HONOR GUARD - 12 Members
3. FIRING TEAM - 8 Members
4. BUGLER(s) - 1 Member

B. All Officers attending the funeral will wear Class "A" uniform.

1. The badge shall have a black band horizontally across the seal.
2. No other type of equipment shall be showing (pens, citation books, etc.) from any pocket of the uniform.

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- C. The Department teams mentioned in Section "A" will:
 - 1. Not wear a gun belt, but will wear a white web belt.
 - 2. Will wear Class "A" head gear.

II. Duties of the Officer-In-Charge

- A. The Officer-In-Charge will be appointed by the Chief of Police or designee in sufficient time prior to the funeral to allow for planning and coordination of arrangements. He will confer with the clergy and funeral director as well as the family. Together they will ensure that all necessary arrangements have been made.
 - 1. When the widow or mother of the deceased has no escort, the Officer-In-Charge will personally escort her from the car to the church/chapel and back and from the car to the graveside and back.
 - 2. Upon completion of the graveside ceremonies, the Officer-In-Charge or the senior ranking officer present shall receive from the pallbearers the National Colors and present them to the family of deceased.
- B. The Officer-In-Charge shall make the following appointments.
 - 1. Family Liaison Officer -Captain or Lieutenant
 - 2. Pallbearers Team Leader -Sergeant or family preference
 - 3. Firing Team Leader -S/P or Sergeant
 - 4. Coordinator - Sergeant
 - 5. Honor Guard Leader - Any rank

III. Duties of Family Liaison Officer

- A. The Family Liaison Officer will be of staff rank and will serve as a Liaison with the next of kin to assist them with funeral arrangements, filing of insurance papers, travel arrangements and other matters depending on the needs and wishes of the family.

IV. Pallbearer Team

- A. The leader is selected by the Officer-In-Charge and will be responsible for selection of the six (6) member team. Family preference if any, shall be first

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consideration in the appointment of the team members. He will also be responsible for training of the team and acquiring the flag.

1. The team members will wear no headgear during the services at the church/chapel.
2. The team will form three (3) members on each side, forming a corridor to the church/chapel.
3. Upon the arrival of the hearse, the team will accept the casket and follow the Honor Guard into the church/chapel, placing the casket on the stand and then taking their seats.
4. After the services the team does not pass in review of the casket, but will remain in the church/chapel until everyone exits. They will again take the casket and follow the Honor Guard back to the hearse.
5. The team will ride in the first police unit behind the staff car.
6. Upon arrival at the graveside, the team will again accept the casket from the hearse and follow the Honor Guard to the graveside and place the casket on the stand. The team will then face the casket and remain at attention throughout the ceremonies, following the commands of the Coordinator through taps.
7. After the last note of taps the team will lift the flag from the casket and fold the Colors. The Colors will then be presented by the team leader to the Officer-In-Charge or to the senior ranking officer present.
8. The team will then remove their gloves and place them on the casket (this service only for an officer who has been killed in the line of duty). The team will then march away to a predetermined position until dismissal.

V. Firing Team

- A. The Firing Team shall be comprised of seven officers and a team leader, who shall be a Senior Patrol Officer or Sergeant.
 1. The leader will be responsible for the acquisition of firearms and ammunition and the selection and training of the team.
 2. At the church/chapel service, the Firing Team will line up in second row behind the Honor Guard and will follow the commands given by the Coordinator.

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3. The Firing Team will follow the family into the church/chapel (first officers to enter) and be seated in the first row of officers.
4. After the conclusion of the services the team shall be the first to pass in review and exit the church/chapel.
5. Upon exiting, the team will then leave the area and proceed immediately to the graveside.
6. At the graveside the team will be in position as the casket is being taken from the hearse to the graveside. They will follow commands given by the Coordinator.
7. At the conclusion of the minister/ chaplain portion of the service, the team leader will call the team to attention and conduct the twenty-one gun salute. After the last volley, the team will immediately go to present arms while taps is being played.
8. After taps has been completed the team will order arms and march off to their unit.

VI. Other Miscellaneous Duties and Procedures

- A. COORDINATOR DUTIES: The Coordinator will be a sergeant or lieutenant and will be responsible for the coordination of all activities including, but not limited to:
 1. Traffic control, parking arrangements;
 2. Ushers and seating arrangements at the church/chapel and graveside;
 3. Planning of the motorcade route;
 4. Planning of the formations at church/ chapel and graveside;
 5. Giving orders to the detachment during the ceremony; and
 6. Making arrangements for the Buglers.
 - a. He will upon appointment and notification of location of services:
 - (1) Respond to the church/chapel and graveside and prepare a diagram laying out the positions of the formations and seating arrangements.

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- (2) Prepare maps showing motorcade route and parking at the church/chapel and graveside.
 - (3) Provide and train ushers.
 - (4) Provide officers for parking and traffic control.
- B. HONOR GUARD - The Honor Guard will consist of twelve (12) officers. The Officer-In-Charge shall designate the leader of the Honor Guard. This officer will be responsible for selection and training of the team (family preferences will have first consideration).
1. At the church, the team will form a corridor into the church/chapel six (6) members on each side.
 2. The team will precede the casket into the church/chapel.
 3. Upon entering the church/chapel, the team will stand six (6) members on each side of the casket's resting place, at parade rest. When those present pass in review, the team will stand at attention until all present exit.
 4. The team will precede the casket when leaving the church/chapel.
 5. Once outside, the team will again form a corridor through which the Pallbearers will pass with the casket.
 6. The team will ride in the unit immediately behind the car containing the Pallbearers.
 7. The team will assume a position in the first row of the Pomona Police Department officers and will follow the commands of the Coordinator until dismissal.
- C. FUNERAL CEREMONY - The military aspect of the funeral will usually begin at one of the following places; church/chapel, cemetery gates or graveside. It may begin at any designated place and begins when the Honor Guard receives the body.
- D. ALL OFFICERS PRESENT - All officers present will be in formation in their designated place at least fifteen (15) minutes prior to the arrival of the hearse. An equal number shall be on each side behind the Honor Guard standing at parade rest.
- E. RECEIVING THE CASKET - The Honor Guard will be lined up on the first row of officers in an equal number on each side closest to the entrance to the

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church/chapel. The Pallbearers will be lined up in the first row of officers, an equal number on each side and close to the proposed parking for the hearse.

- F. PROCESSION INTO CHURCH/CHAPEL - FUNERAL HOME, ETC. - Upon the arrival of the hearse and family vehicles, the Coordinator will call the detachment of officers to attention.

The Pallbearers will receive the casket from the hearse and the Coordinator will order the detachment to present arms. All officers will render the hand salute and hold this position until the casket and family passes into the church/chapel at which time the Coordinator will order the detachment to "Order Arms".

- G. PROCESSION ORDER INTO THE CHURCH/CHAPEL

1. Minister/Chaplain
2. Honor Guard
3. Pallbearers with casket
4. Family
5. Rifle team
6. All other officers and civilians

NOTE: All uniformed personnel will remain standing at attention until told to be seated by the minister/chaplain.

- H. LEAVING THE CHURCH/CHAPEL - After the services have been completed, all uniformed personnel will pass in review - saluting the casket as they exit the church/chapel. The uniformed personnel will again form in the front of the location in the same manner as stated above.

- I. ORDER OF LEAVING CHURCH/CHAPEL

1. Firing team
2. All officers
3. Minister/Chaplain
4. Honor Guard
5. Pallbearers

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6. Family

NOTE: The Firing Team will leave immediately for the cemetery.

- J. EXITING CHURCH/FUNERAL HOME - As the minister/ chaplain exits the church/chapel, the Coordinator will call the detachment to "Present Arms" where all officers will render a hand salute until the casket is placed in the hearse, at which time the "Order Arms" command will be given, followed by an order to dismiss.
- K. MOTORCADE - The motor vehicle procession will begin at the church/chapel and proceed to the cemetery. The order of the vehicles shall be:
 - 1. Motorcycles
 - 2. Minister/Chaplain vehicle
 - 3. Hearse
 - 4. Family limousine and family vehicles
 - 5. Chief of Police vehicles (Black/Whites)
 - 6. All other city marked units
 - 7. All other police vehicles - unmarked
 - 8. All other civilian vehicles
 - 9. A marked police unit will be the last vehicle in the procession.
- L. CEMETERY SERVICE - All officers will upon arrival at the cemetery assume their position in formation near the graveside. Formation positions to be determined by the Coordinator prior to service.
 - 1. The Coordinator will call the detachment to attention as the Pallbearers remove the casket from the hearse.
- M. PROCESSION TO GRAVESIDE WILL BE:
 - 1. Minister/Chaplain
 - 2. Honor Guard

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3. Pallbearers with casket
4. Family

NOTE: As the procession is approaching the detachment of officers, the Coordinator will give the command "Present Arms" at which time the uniformed personnel will render the hand salute until the casket has been placed at the graveside and the command is given to "Order Arms".

- N. CEMETERY SERVICE - The command to stand at "Parade Rest" will then be given. Officers will remain in this position during the graveside services.
 1. After the minister/chaplain finishes, the Coordinator will call the detachment to attention and then "Present Arms" while the Firing Team fires the gun salute and the Bugler(s) plays taps.
 2. Upon completion of taps, the order will be given to "Order Arms."
 3. The Pallbearers will then fold the flag and present it to the Chief of Police or highest ranking officer of the Department who will then present it to the next of kin.
 4. The Coordinator at this time will dismiss the detachment.

VII. Funeral Procedures at and for Other Law Enforcement Agencies

- A. Formal attendance by Pomona Police Officers at another agency's funeral proceedings shall be approved by the Operations Division Commander or his designee.
- B. The use of Pomona Police Department vehicles in outside agency funerals shall be approved by the Operations Division Commander.
- C. Officers shall wear Class "A" type uniform.

GENERAL 951

951.0 TITLE: FLAGS FLOWN AT HALF STAFF

Effective Date: 6-8-88

Revised Date: 6-20-2013 Sergeant Neaderbaomer

Related Manuals: None

951.1 SYNOPSIS:

Establishes criteria and procedure for flying the National and State Colors at half staff upon the death of an on-duty Police Officer.

951.2 POLICY/OVERVIEW:

It shall be the policy of the Pomona Police Department to fly the National and State Colors at half-staff under conditions wherein an officer has died in the line of duty, by order of the President of the United States, by order of the Governor of California, or by order of the Chief of Police or his designee.

951.4 DEFINITIONS:

Colors: Shall refer to the National Flag of the United States and the Flag of the State of California.

Interment: The time of burial.

951.5 PROCEDURES:

- A. At the direction of the Chief of Police, any Captain, or the on-duty Watch Commander, the Colors shall be flown at half-staff whenever any of the following die in the line of duty. The Colors shall be flown at half-staff from the time of death until the time of interment.
 1. Any law-enforcement officer in Los Angeles County.
 2. Any Municipal Police Officer in California.
 3. Any Deputy Sheriff in California.
 4. Any Highway Patrol Officer in California.
 5. Any Pomona Police Reserve Officer,
 6. Or, any retired Pomona Police Officer.

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- B. The Colors shall be flown at half-staff on the following days, in compliance with federal law and Presidential Proclamation.
 - 1. Peace Officers Memorial Day (May 15th)
 - 2. Memorial Day (from sunrise until noon only)
 - 3. Patriot Day (September 11th)
 - 4. Pearl Harbor Remembrance Day (December 7th)
- C. The Colors shall be flown at half-staff at other times only upon the direction of the Chief of Police such as:
 - 1. When a current or former Police Officer dies not in the line of duty, the flag may be flown at half staff in their honor the day before the funeral, and later presented to the family of the officer.
- D. For information purposes, the Chief of Police, Captain, or Watch Commander ordering the flag to be flown at half-staff shall submit an e-mail to the Police Department indicating the circumstances which have occurred to warrant the order.

GENERAL 952

952.0 **TITLE: POLICE BADGE COVERING/DEATH OF FELLOW OFFICER**

Effective Date: 6-8-88

Related Manuals: None

952.1 **SYNOPSIS:**

This order establishes policy and procedure for displaying the Police Badge with a black band covering the Seal of the State of California.

952.2 **POLICY/OVERVIEW:**

It shall be the policy of the Pomona Police Department to display the Pomona Police Badge with an affixed black elastic band horizontally covering the center portion of the badge, covering the Seal of the State of California, out of respect for a fellow officer that has died in the line of duty.

952.4 **DEFINITIONS:**

Interment: The time of burial.

952.5 **PROCEDURES:**

- A. At the direction of the Chief of Police, any Captain, or the on-duty Watch Commander, the Uniform Police Badge may be worn with an affixed black band whenever any of the following die in the line of duty:
 - 1. Any law enforcement officer in Los Angeles County.
 - 2. Any Municipal Police Officer in California.
 - 3. Any Deputy Sheriff in California.
 - 4. Any Highway Patrol Officer in California.
 - 5. Any Pomona Police Reserve Officer,
 - 6. Or, any retired Pomona Police Officer.
- B. The band shall be 1/2" wide black elastic and shall be issued by the Department.
- C. The band shall be worn horizontally across the Seal of the State of California.
- D. The band shall be worn from the time of death until the time of interment.

GENERAL 952

- E. The wearing of the band at other than the above indicated times shall require the approval of the Chief of Police.

GENERAL 960

960.0 **TITLE: REQUESTS FOR RESEARCH AND DEVELOPMENT UNIT'S SERVICES**

Effective Date: October 3, 1985

Related Procedural Manual: ADSS

960.2 **POLICY/OVERVIEW**

Unlike virtually any other civilian positions in the Police Department, the Administrative Assistant assigned to the Research and Development Unit is frequently given tasks or assignments which are neither routine nor have established guidelines. Under such circumstances, the Administrative Assistant must resort to his/her own skills, knowledge, ingenuity, and any other available resources to accomplish the assigned project. Because this degree of latitude in the work environment must exist to ensure that the Research and Development Unit functions viably, the following provisions are established for proper management and supervision of the Unit.

960.4 **DEFINITIONS:**

Projects: All assignments estimated to require more than two hours of an Administrative Assistant's time to accomplish.

Assignments: One or a sequence of tasks estimated to require up to two hours of an Administrative Assistant's time to accomplish.

960.5 **PROCEDURES:**

I. Projects

Project requests intended for the Research and Development Unit must be directed in writing to the Administrative Staff Services Captain. The requester shall provide in writing, the following:

1. Project request instructions (including due date); and
2. Pertinent project information (if applicable).

II. Assignments

Assignment requests intended for the Research and Development Unit may either be carried out in accordance with the procedure for requesting projects (outlined above) or by contacting the Administrative Assistant directly. If the latter option is invoked, the Administrative Assistant shall estimate the time/resource requirement for completing the assignment. If the request is anticipated to exceed two hours, he/she shall refer the requester to the Administrative Staff Services Captain and the procedure for project requests shall be observed.

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III. Approval and Completion of Projects

Upon approval of a project, the Administrative Assistant shall notify the requester of the anticipated completion date.

GENERAL 971

971.0 TITLE: PUBLIC HOUSING AGENCIES - ACCESS TO LAW ENFORCEMENT INFORMATION

Effective Date: 9-16-97 (Author: V. Dixon, Sr. Management Analyst)

Related Procedural Manuals: Records 2-101

971.1 SYNOPSIS:

Presents a statement for the benefit of Department employees and Housing Authority officials which enumerates the types of law enforcement information routinely available to the Housing Authority and directs where requests are to be forwarded.

971.2 POLICY/OVERVIEW:

It is the policy of this Department to provide those items of information which may be lawfully provided to agents of public housing authorities for the official purposes as directed by applicable statutes.

971.3 STATUTORY REFERENCES:

42 U.S.C., Section 1437d

Section 11105.03, Penal Code

Section 707(c), Code of Regulations

Sections 827 & 828, Welfare & Institutions Code

Section 6254(f)(2), California Government Code

971.5 PROCEDURES:

I. Calls For Service Information

- A. Public housing agency requests for information regarding Calls for Service responses to a specific address for a 60 day period prior to the request will be provided by the Crime Analyst assigned to the Patrol Services Division. Refer all such requests accordingly.

II. Local Crime And Arrest Information

- A. Public housing agencies have no greater access to crime report information than is extended to the general public pursuant to provisions of the California Public Records Act.
- B. Federal Statute grants public housing agencies access to information regarding criminal convictions.

NOTE: Information regarding arrests not resulting in a conviction or cases still pending in court does not qualify for release to a public housing agency.

GENERAL 971

- C. Public housing agency requests for access to local crime and/or arrest information are to be referred to the Senior Records Bureau Supervisor.
- III. State Of California Summary Criminal History Information (RAPS)
- A. All requests from any public housing agency to access State Summary Criminal History (RAPS) are to be referred to the Senior Records Bureau Supervisor pursuant to Records Procedure 2-101.
 - B. No other release of State Summary Criminal History information to a housing agency is authorized.
- IV. National Crime Information Center (NCIC) - Interstate Identification Index (AKA: TRIPLE I or III)
- A. Federal statute provides public housing agencies access to III through any law enforcement agency on request.
 - B. Because of the NCIC requirement to log and retain a record of this type of access, all public housing agency requests to access III are to be referred to the Senior Records Bureau Supervisor.
- V. Public Housing Agency Requests To Access Other Information Resources
- A. Public housing agencies are not authorized to information obtained via any of the California Law Enforcement Telecommunications Systems (CLETS) lines or through any CLETS database (i.e., DMV, Vehicle Registration or Drivers License information, Wanted Persons information, Supervised Release File, etc.).
- VI. Final Authority
- A. Final authority regarding release of any law enforcement information to public housing agencies shall rest with the Department Custodian of Records.

GENERAL 980

980.0 TITLE: BAIL BOND AGENTS REQUEST FOR INFORMATION

Effective Date: 3-25-99 (Author: Senior Records Supervisor Judy Julian)

980.1 SYNOPSIS:

Describes the general procedures for processing requests for information, reports, photographs, etc., from licensed bail agents or bail bondsmen.

980.2 POLICY/OVERVIEW:

The primary concern of this Department in the release of information in any form is to ensure the information released is accurate and positively pertains to the subject of the record being requested and that release of requested information conforms to law.

980.3 STATUTORY REFERENCES:

11105.6 PC - Authorizing, but not mandating, local law enforcement officials to release information to bail bondsmen or bail agents to assist them in locating bond violators.

Note: 11105.6 PC states, in part: "Upon the request of a licensed bail agent or bail bond licensee, as described in Section 1276 and 1276.5 PC, a local law enforcement agency **may** furnish an individual's known aliases and booking photograph,"

980.5 PROCEDURES:

- I. **The policy of the Pomona Police Department shall be to deny all requests for information from bail bondsmen and bail agents unless a valid court order is presented.**
 - A. Requests for information from bail bondsmen and bail agents are generally received when the agent/bondsman responds to the Department, and the requests are verbal. Providing information based solely on a name and date of birth does not allow for positive identification of the subject of the request and the subject of this Department's record. Positive identification can only be accomplished through fingerprint verification. Therefore, the possibility of providing incorrect information could place this Department in a position of having to defend ourselves against civil liability for the actions taken by the bail bondsman/agents based on information obtained from our files.

GENERAL 990

990.0 TITLE: NOTIFICATION OF THE EMERGENCY PREPAREDNESS COORDINATOR (EPC)

Effective Date: 04-24-00

Revised Date: 02-06-06

(Author: Carrie Cruz)

990.1 PURPOSE AND SCOPE:

The Emergency Preparedness Coordinator shall be notified following any incident listed in Sec. 4-A below and when appropriate, will assist with the notification and the transfer of critical information to the Los Angeles County Operational Area EOC and any other critical emergency response agencies. Notification of the Emergency Preparedness Coordinator will not necessarily require a response to the scene or the EOC. The Emergency Preparedness Coordinator will respond at the request of the Chief of Police, Watch Commander, or Field Supervisor. The role of the Emergency Preparedness Coordinator is to provide support to an incident through the activation of the City's EOC and to be the liaison to other response agencies. The Emergency Preparedness Coordinator does not typically respond to an incident, unless specifically requested.

The below situations are only guidelines; the Chief of Police, Watch Commanders, or Field Commanders has the ultimate discretion in terms of notifications to the Emergency Preparedness Coordinator. The notification is an advisement to the Emergency Preparedness Coordinator only. Actual response shall be requested by the Police Chief, Watch Commander, or Field Commander.

At the request of the Watch Commander, the Emergency Preparedness Coordinator can assist with making additional notifications to the Area D Coordinator, LA County Office Of Emergency Management, and other command staff and City staff as appropriate. This will depend on the type of incident. This does not relieve the Watch Commander of the responsibility to notify the Police Chief and/or City Management.

990.2 PROCEDURE:

A. The Pomona Police Department's Dispatch Center is the 24-hour point of contact for warning, alerting, and emergency notifications. **The Watch Commander shall notify the Emergency Preparedness Coordinator when the following incidents have occurred in the City and the assistance of the Emergency Preparedness Coordinator is anticipated:**

1. Anticipated activation of the City's EOC (Emergency Operations Center)
2. An earthquake registering 6.5 or greater within a 20-mile radius of Pomona with significant damage and mutual aid response is required.
3. An aircraft crash occurring within the City of Pomona
4. A train derailment within the City of Pomona
5. A hazardous materials incident (spill, fire, etc.) involving a release of unknown chemicals which calls for an evacuation or "Shelter in Place".
6. An anticipated threat, or actual occurrence of a terrorist act.
7. Severe weather (rain, wind, mud slides, localized flooding) involving the response of 2 or more agencies.

8. An incident where there is a potential threat to life, property, or the environment that would call for evacuations or of individuals being displaced from their homes or businesses. (Including the incidents listed above).
9. When two or more City departments are involved in joint response, command posts are established, and there will be sustained field operations.
10. At the discretion of the Chief of Police, Watch Commander, or Field Commander.

B. If the Emergency Preparedness Coordinator cannot be reached, the Watch Commander shall notify the *Special Operations Lieutenant* and advise him/her of the incident. The *Special Operations Lieutenant* shall respond at his/her discretion.

GENERAL PROCEDURES

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