

## PATROL 1-101

### 1-101.0 TITLE: TIME CHECKS

Effective Date: 11/27/95

Related Procedures: Disp. 2-104

### 1-101.1 SYNOPSIS:

Explains when and under what circumstances Time Checks are used.

### 1-101.2 POLICY/OVERVIEW:

It is the policy of this Department that in the event of a stuck microphone or of a possible emergency a Time Check will be conducted. If, in the course of normal radio operations, a unit cannot be located or a unit advises of a possible emergency of unknown origin, but for some reason his unit I.D. or location is not known, or was not audible, a Time Check will be conducted in an effort to obtain this information.

It will be the responsibility of the on-duty Watch Commander; Field Sergeant; Dispatch Supervisor or Dispatcher to determine when to initiate a Time Check. The first person to become aware that the above circumstances exist shall initiate a Time Check. All requests to begin a Time Check shall go through Dispatch.

### 1-101.5 PROCEDURE:

#### I. Dispatch

- A. When a Time Check is initiated or requested, the Dispatcher on Blue frequency shall advise "KMA 384 Pomona Units go to . . ." (frequency will be determined by Dispatch, i.e.: gold, brown, orange).
  1. The Blue Dispatcher shall remain on Blue in the event the unit in question comes back on the air.
- B. At this time all patrol personnel shall switch to the designated frequency and stand by for a Dispatcher.
  1. The Dispatcher on this frequency will then go through the patrol roster in numerical order; i.e.: Adam 11, Adam 12, Adam 13 one at a time. When the unit is called, he/she shall answer with his/her call sign and location; i.e.: Adam 11 Holt and Dudley.
  2. All units will be called by squad including Henry units and Sergeants. After the squads are called, the Dispatcher will then go to the John units; the Mary Units; the King units; and any David units or Zebra units that have been ten-eight (10-8).



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3. It will be the responsibility of the Orange Dispatcher to check on the Paul units and Ida units if they are on-duty.
  4. The order will be adjusted depending on the time of day; day of the week as to which units are on-duty.
  5. The Dispatch Supervisor will notify the Watch Commander of the reasons the Time Check was initiated and note on the Dispatch Shift Synopsis.
- C. All units shall remain on the designated frequency until advised to go back to Blue. When the unit which caused the Time Check to be initiated has been identified, the person initiating the procedure will be advised of the results.
- II. Patrol/Detective/Administrative Units Responsibilities:
- A. When a Time Check has been initiated, it will be the responsibility of all units to go to the designated frequency and stand-by for the Dispatcher.
  - B. When their I.D. number is called, the unit being called will then respond with his/her corresponding I.D. number and location; i.e.: Adam 11 Holt and Dudley.
  - C. All units will remain on this frequency until further advised. This is to allow the Dispatcher on Blue to attempt to identify the unit and/or problem without interference.

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## PATROL 1-300

### 1-300.0 TITLE: BODY WORN VIDEO SYSTEMS

Effective Date: 05-30-18 (Author: Capt. Christian Hsu)

Related Procedures: Detective 1-700

### 1-300.1 SYNOPSIS:

The Pomona Police Department will utilize body worn cameras to assist the department in efforts to enhance police professionalism, improve transparency, and preserve recordings of officers' interaction with the public. Body worn cameras have the potential to improve community relations, strengthen public trust in law enforcement, reduce the number of complaints, resolve allegations of officer misconduct, increase department accountability, and improve officer training and evaluation.

### 1-300.3 DEFINITIONS:

**Body Worn Cameras (BWC):** A recording device that is capable of recording video and audio; which is worn by a Pomona Police staff member. Pomona Police staff will only utilize a BWC system that has been approved by the Chief of Police.

### 1-300.5 PROCEDURES:

- A. Work units or staff that will be required to utilize a BWC will be selected by the Chief of Police, or designee.
- B. Unauthorized use, duplication, and/or distribution of BWC files are prohibited. Personnel shall not make copies of any BWC file for their personal use and are prohibited from using a recording device such as a phone camera or secondary video camera to record BWC files.
- C. All recorded media, images and audio from the BWC are property of the Pomona Police Department and shall not be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the of the Chief of Police.
- D. The BWC shall not be intentionally used to record non-work related activity and shall not be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms or restrooms.
- E. Officers should be aware of circumstances when operating the BWC that may not be appropriate such as:
  - 1. In a hospital emergency room where privacy of patients including patients not part of the officer's call, should be considered.
  - 2. Anytime a person's private health information is being discussed.
  - 3. Ambulance responses to accidents and illnesses when victims are not involved in any criminal activity.
  - 4. When the use of the BWC causes emotional distress to a victim of a crime, such as a rape victim.
- F. Officers should be aware of other privacy issues relating to a person's place of residence and or other areas where there could be an expectation of privacy.
  - 1. Upon initial contact with private persons at a private residence, officers shall make a reasonable effort to notify them that the BWC is present before

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- entering the residence unless the officer enters the residence because of a warrant or exigent circumstances.
2. If a private person objects to the use of BWC inside a private residence, the officer may turn off the device in accordance with this policy.
- G. Personnel will use only the BWC system issued and approved by the Department for official police duties. The wearing of any other video recorder for the same purpose is not authorized without permission from the Chief of Police.
- H. Personnel shall not remove, dismantle or tamper with any hardware and/or software component or part of the BWC.
- I. There are many situations where the use of the BWC is appropriate. This procedure is not intended to describe every possible circumstance. In addition to the required conditions, officers should activate the system any time they feel its use would be appropriate and/or valuable to document an incident.
- J. Unless it is unsafe or impractical to do so, or mechanical issues that impede the use of the device are present, officers shall activate their BWC prior to making contact in any of the following situations.
1. Enforcement encounters where there is reasonable suspicion that the person is involved in criminal activity or a violation of law. This includes, but is not limited to dispatched calls, self initiated activities, traffic stops, pedestrian checks or any other investigative or enforcement encounters.
  2. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require taping.
  3. Officers may activate the BWC before or during any other incident at their discretion.
  4. An officer has the latitude to terminate the recording when there is no likelihood of force being used or anything else of evidentiary value occurring. It is a violation of this policy for an officer to fail to activate the BWC or intentionally terminate a recording in order to commit a violation of law or department policy.
  5. Officers will not intentionally use the BWC recording functions to record any personal conversation of or between another department member or employee without the recorded member's/employee's knowledge or permission.
- K. Officers are not required to obtain consent from a private person when:
1. In a public place.
  2. In a location where there is no reasonable expectation of privacy (e.g., inside a building or dwelling where the officer is lawfully present and engage in the performance of official duties.)
  3. Officers are encouraged to advise private persons they are recording if the advisement may gain compliance, assist in the investigation, and does not interfere with the investigation or officer safety.

### 1-300.6 RESPONSIBILITIES:

- A. System Administrator – The System Administrator(s) is designated by the Chief of Police and has oversight responsibilities to include, but not limited to, the following:
1. Operation and user administration of the system.
  2. System evaluation.

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3. Training.
  4. Policy and procedure review and evaluation.
  5. Coordination with IT regarding system related issues.
  6. Ensure BWC files or evidentiary value are secured and retained per this policy.
  7. Ensure BWC files are reviewed and released in accordance with federal, state, local statutes and City of Pomona/Pomona Police Department retention policy.
- B. Supervisor
1. Supervisors will ensure officers utilize the BWC according to policy guidelines.
  2. Supervisors are to review recordings only as directed by the Chief of Police and/or his designee.
  3. Supervisors shall ensure videos related to critical incidents are uploaded to BWC system evidence library.
  4. Supervisors may have the ability to immediately resolve citizen complaints by reviewing video captured by the BWC.
  5. Supervisors will periodically review BWC footage to ensure proper system and equipment performance, policy compliance, monitoring professional conduct and identifying training needs. Supervisors are not to utilize BWC footage to target, discriminate or harass members of the Pomona Police Department.
- C. Personnel utilizing the BWC are responsible for the following:
1. Ensuring the battery on the controller/DVR is fully charged daily and operating properly.
  2. Immediately reporting unresolved equipment malfunctions and/or problems to their supervisor.
  3. Monitoring system effectiveness and making recommendations for operational improvement.
  4. Documenting the use of the BWC on one of the following:
    - a. On the police report/computer entry.
    - b. As a notation on a citation.
    - c. On a Field Interview card.
  5. Once video of evidentiary value is captured, officers shall identify the BWC files(s) by:
    - a. Noting the Pomona Police Department case number.
    - b. Entering a title. The title should include sufficient information to identify the file, such as crime code, suspect name, location, event, etc.
    - c. Selecting the appropriate category/disposition.
    - d. The information may be entered via hand held device or installed console in the vehicle.
  6. The controller/DVR is docked in the transfer station at the end of the staff member's shift in order to upload recorded video and charge the controller/DVR's battery.
    - a. The controller/DVR will always be stored in the transfer station unless the work unit or staff receives direction otherwise from the Chief of Police or designee.



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### 1-300.7 OPERATION:

- A. Officers are to test BWC equipment prior to going into service and ensure the unit is properly operating and charged.
- B. Officers will position the camera on their uniform shirt to facilitate optimum recording field-of-view.
- C. The WatchGuard Vista BWC system works in conjunction with the WatchGuard 4RE in-car video system. Officers will ensure that the WatchGuard Vista and the WatchGuard 4RE are properly synchronized and operational.
- D. Any BWC captured event will be uploaded via a transfer station before the end of the staff member's shift.

### 1-300.8 REVIEW OF FILES:

- A. Although the data captured by the BWC is not considered Criminal Offender Record Information (CORI), it will be treated in the same manner as CORI data. All access to the system is logged and subject to audit at any time. Access to the data from the system is permitted on a right-to-know, need-to-know basis. Employees authorized under this policy may review video according to the provisions of this policy.
- B. Once BWC video is uploaded, personnel may view their own audio/video data.
- C. An employee may review BWC files as it relates to:
  - 1. Their involvement in an incident for the purposes of completing a criminal investigation and preparing official reports.
  - 2. Prior to courtroom testimony or for courtroom presentation.
  - 3. Providing a statement pursuant to an administrative inquiry, including officer involved shooting investigations.
- D. BWC video database shall only be accessed from Pomona Police Department authorized computer(s).
  - 1. Exception: Administrative users may access the video database from a computer or device outside the Pomona Police Department for the purpose of completing administrative tasks and only after receiving the approval of the Chief of Police or their designee.

### 1-300.9 BWC VIDEO/FILE REQUEST:

- A. Departmental Requests – Any request for BWC video or file will only be completed by the System Administrator or Department Custodian of Records.
- B. Non-Departmental Requests
  - 1. All other request for a BWC file will be processed in accordance with federal, state, local statutes and Departmental policy (Public Records Act, etc.) as set forth in Public Information Release guidelines.
  - 2. Media inquiries and/or requests shall be received and processed in accordance with Pomona Police Department media relations guidelines.
- C. Request for Deletion of BWC Video/File
  - 1. In the event of an accidental activation of the BWC where the resulting recording is of no investigative or evidentiary value, the recording employee may request that the BWC file be deleted by submitting a request with

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sufficient information to locate the BWC file to their Division Commander or designee who shall review the file, approve or deny the request, and forward to the System Administrator for action.

### D. Copying Procedures

1. A copy of the BWC file may be made upon request to the System Administrator or the Department's Custodian of Records for discoveries, subpoena requests, investigations and matters authorized by the Chief of Police.
2. If the video is in fact evidence of a case, the assigned investigator will request a copy of the BWC file from the Custodian of Records, and the investigator shall store the copy as evidence.
3. Other than as provided in this procedure, no member of this Department will download any video from the video database onto any computer, device, drive, CD, DVD or any other format without the express consent of the Chief of Police.

### E. Investigators Conducting Criminal or Internal Investigations shall:

1. Advise the System Administrator to restrict access/public disclosure of the BWC file in criminal or internal investigations, when necessary.
2. Document the reason for restricting access by entering the related DR or IA Case number on the "BWC NOTES" field prior to viewing.
3. Review the file to determine whether the BWC file is of evidentiary value and process in accordance with established procedures.
4. Investigators will notify the System Administrator to remove the access restriction when the investigation is closed.
5. The Chief of Police will authorize certain Police Department staff permission to electronically share a link to a BWC file with another law enforcement agency or prosecuting body (i.e. District Attorney's Office).

F. A BWC file may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the Command Staff to determine if the training value outweighs the officer's objection.

## 1-300.10 DISPOSITION:

A. Staff utilizing a BWC will conclude each recorded event by providing a disposition/category to close out the recording.

1. Test – BWC file is categorized as "Test" if the recording is for purposes of determining if the BWC equipment is functioning properly.
2. Prosecution – BWC file is categorized as "Prosecution" if the recording documents an event that may lead to criminal prosecution or the issuance of a citation.
3. General – BWC file is categorized as "General" if the recording documents an event that does not fall within the categories/disposition of "Test" or "Prosecution."

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### 1-300.11 REPAIR:

- A. Personnel must immediately report any recognized problems with the BWC to their immediate supervisor.
- B. Upon notification, the supervisor will contact the System Administrator or designee to report the problem or malfunction.

## PATROL 1-400

### 1-400.0 TITLE: ANNUAL PATROL SIGN-UP

Effective Date: 10-13-99 (Author: Sergeant K. Rogan)

Revised: 11-28-01 (Author: Lt. Watts)

09-12-16 (Author: Capt. Ellis)

### 1-400.1 SYNOPSIS:

Describes the procedure for annual Patrol personnel sign-up.

### 1-400.2 POLICY/OVERVIEW:

Patrol sign-up occurs annually and is conducted within the Patrol Division. Personnel are encouraged to be actively involved in the sign-up process. Employees are provided only a brief period of time to formally announce their choice during sign-up (see Procedure I. H. below) simply due to time constraints. Because the sign-up process is clearly defined, including dates, employees are expected to be ready to participate when their turn arrives. This procedure describes the process of the sign-up.

### 1-400.4 DEFINITIONS:

Seniority - Determined in any rank or classification, in descending order:

- a. by date of promotion, or if equal,
- b. by swear-in date, or if equal
- c. by date of hire, or if equal
- d. by date of application, or if equal
- e. alphabetically by last name

### 1-400.5 PROCEDURES:

#### I. Patrol Sign-Up

- A. In preparation for Patrol sign-up, the Operations Division Commander shall circulate the seniority list for each Patrol classification on the first Monday in October.
- B. Watch Commanders shall direct their assigned squads to review the lists, with confirmation or any disputes forwarded to the Division Commander by the third Friday in October.
- C. Patrol sign-up shall begin the first Monday in November and conclude 12 days later, on Friday
- D. The sign-up shall be conducted and monitored by the Watch Commander or a designee.
- E. The sign-up shall begin simultaneously for all classifications, and progress from the employee with most seniority in rank to least seniority.

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- F. All personnel who expect assignment to Patrol shall be available for contact by the Watch Commander or his/her designee during the sign-up period.
  - G. Contact with bidding personnel shall occur at a time reasonable to the employee's current schedule.
  - H. Patrol personnel are notified in advanced of the exact day when the shift sign-ups will occur and are expected to respond to the Watch Commander or designee within one (1) hour of initial attempted contact.
  - I. Employees who will not be available during the bidding period are responsible to notify the Watch Commander in writing, listing any choice (alternative choices are recommended also). Notification is to be made prior to the employee's bidding turn. Employees are responsible to monitor the bidding process.
  - J. Employees who cannot be contacted at their bidding turn in person, by three phone calls to listed phone numbers (leaving voicemails if available), or who have not provided notification to the Watch Commander as described above, shall be assigned a squad at the discretion of the Operations Division Commander.
  - K. If the employee does respond later, the employee will be given the option of retaining the squad he/she was assigned or picking from the remaining squads available to choose from at that point in the sign up.
  - L. Any employee who elects to "pass" their bidding turn shall be assigned at the discretion of the Operations Division Commander.
- II. Bidding Exclusions
- A. Prior to the beginning of Patrol sign-up, the Division Commander shall identify any employee who is to be excluded from the bidding process.
  - B. Exclusions shall be made on an individual case basis, but generally will be based on long-term absence, generally in excess of two (2) months.
  - C. Acceptable causes of absence include, but are not limited to:
    - 1. Illness or injury.
    - 2. Military leave.
    - 3. Leave of absence.
  - D. Exclusions may vary according to rank due to the necessity of assigning personnel (such as Lieutenants, Sergeants, or Corporals, which are limited in number), or the ability to perform in a modified role, such as light duty.

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- E. The Division Commander will assign personnel who return to Patrol after exclusion from the bidding process. However, if possible, consideration will be given to the employee's preference and seniority when making the assignment.
- F. Other personnel who were not excluded from bidding, and who are assigned to Patrol during the calendar year, shall be assigned to squads at the discretion of the Division Commander.
- G. Probationary personnel shall be assigned at the discretion of the Division Commander.

### **III. Effective Date**

- A. The annual rotation of personnel shall generally occur on the first pay period to fall completely within the month of January, unless otherwise directed by the Chief.

## PATROL 1-401

### **1-401.0 TITLE: EXCHANGE OF DUTY**

Effective: 5-7-84

Revised: 10-3-94

Related Procedural Manual: Code 1-030

### **1-401.1 SYNOPSIS:**

Establishes policy and procedures for officers requesting exchange of duty.

### **1-401.5 PROCEDURES:**

#### **I. General Policy**

- A. All officers requesting exchange of duty details with other officers shall observe the following procedure.
  1. The officers involved in the exchange of duty shall complete an Exchange of Duty form (PPD Form 68). Each exchange date shall have a separate PPD form 68 completed.
  2. Both officers involved in the exchange of duty shall sign the form and submit the form to their respective administrative supervisor for approval.
  3. If approved, the administrative supervisor for the regularly assigned officer shall insure that the exchange is placed on the time off calendar schedule for the affected squad.

## PATROL 1-402

### 1-402.0 TITLE: INTERNAL AFFAIRS CALL-OUT PROCEDURE

Effective Date: 05-31-18 (Author: Capt. Christian Hsu)

Related Procedures: Internal Affairs 1-108

### 1-402.1 SYNOPSIS:

Procedures for calling-out Internal Affairs Investigators.

### 1-402.5 PROCEDURES:

I. Internal Affairs Investigators are assigned to the Professional Standards Unit and reports to the Office of the Chief of Police. They may be activated to respond to an event at the direction of the Executive Command Staff, Professional Standards Lieutenant or on-duty Watch Commander.

#### II. Types of Events Warranting a Call-Out

- a. Officer Involved Shooting; on-duty or off-duty,
- b. Any on-duty event (i.e. use-of-force, traffic collision, pursuit, etc.) that results in anyone; including the officer or professional staff receiving a significant injury or requiring admittance to a medical facility
- c. In-custody death.
- d. Criminal arrest or allegation of criminal behavior against Police Department staff.
- e. Any other event the Executive Command Staff, Professional Standards Lieutenant or on-duty Watch Commander concludes requires an Internal Affairs response.

#### III. Call-Out Procedures

- a. Executive Command Staff or on-duty Watch Commander will contact the Professional Standards Lieutenant and provide a briefing.
- b. Professional Standards Lieutenant will coordinate the Internal Affairs response.
  - i. Internal Affairs Investigators' response will be based on their availability if the request is made when they are in an off-duty status.
  - ii. If Internal Affairs Investigators are not available to respond, the Professional Standards Lieutenant will coordinate an alternative option.



## PATROL 1-503

### **1-503.0 TITLE: PARKING ON POLICE DEPARTMENT PREMISES, COUNTY PREMISES, REGULATED CITY STREETS**

Effective Date: 5-8-84

Related Procedural Manuals: Gen 250

### **1-503.1 SYNOPSIS:**

Describes parking requirements of police units and parking restrictions of private vehicles on or near the Police Department facility grounds.

### **1-503.3 STATUTORY REFERENCES:**

Section 2113(a), California Vehicle Code.

### **1-503.5 PROCEDURE:**

#### **I. Police Department Premises**

##### **A. Police Units.**

1. All Departmental units shall be parked in their assigned parking spaces.
2. Parking in the east-west driveway is prohibited except while units are being serviced. Employees shall remain with their units while service is conducted and shall clear the driveway and gas pumps as soon as the unit service has been completed.
3. The third stall east of the Police Department rear entrance is posted "15 Minute Parking." This stall shall be used by police units when it is expected that the Station Detail may be completed within the 15 minute time limit. If it is anticipated that the Station Detail may exceed 15 minutes, or if the 15 minute parking stall is occupied, units shall park in their assigned parking stall.
4. Police Motorcycles shall park in parking spaces "M" located south of the rear entrance to the police station. Police units may use parking stall "M" for 15 minutes parking when motor units are not on duty. Officers should familiarize themselves with the hours of the Motor Detail so that there is available parking for their units
5. When prisoners are being brought to or removed from the Jail facility officers shall use the Sally Port to load or unload prisoners. Officers shall remove their units from the Sally Port as soon as possible after arriving at the facility to enable the use of the Sally Port by other police units.

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### II. Private Vehicles (Employee Vehicles)

#### A. Public Safety Building Lots (Police Department Parking Lots)

##### 1. Permit required.

- a. All private vehicles using the east parking lot or west parking lot (restricted times and days) shall have affixed to the front windshield or hanging from the rearview mirror a permit. The permit shall be readily visible from the exterior of the vehicle. Any vehicle not displaying a permit as described will be cited.
- b. Permits for parking may be obtained from the Office of the Chief of Police for each of your personal vehicles.
- c. 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 borrower's shift.

##### 2. East Parking Lot

There are 29 marked parking stalls in the east parking lot that are available for employee permit parking. Employees shall park their vehicles only in those marked parking stalls that are not designated for assigned police units. All vehicles shall display permit as described in Section II A (1) a, of the order. Vehicles in violation will be cited for the appropriate/applicable punitive code.

##### 3. West Parking Lot

There are four (4) visitor only and one (1) "Vendor" parking stalls in the west parking lot. These parking stalls are available to employees of this Department from 1700 hours to 0800 hours on week days, on a 24 hour basis on weekends, and on holidays. The parking permit shall be displayed as described in Section II A (1) a, of this order. Vehicles in violation will be cited for the appropriate/applicable punitive code.

##### 4. Motorcycle Parking

There are three (3) areas designated for the parking of "motorcycles" to the rear of the station. They are marked with the initials "MC" on the pavement. Motorcycles when parked in one of these locations do not require a permit. A motorcycle may utilize a regular permit parking stall, but shall conform to

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those permit restrictions as do automobiles, and have the permit affixed to the right or left front fork of the motorcycle.

### B. Range Facility

Private vehicles shall be parked only in the main parking lot at the range facility or in the dirt section located to the west of the pool area next to, but not on the heliport pad. Driving through the range facility to unload passengers or equipment is permitted, however, the vehicle must then return to either lot for parking. This applies at all times, including evenings and weekends.

Only authorized police vehicles, or those belonging to private or city maintenance while engaged in the upkeep of the facility, the Training Officer, or Rangemaster, shall park around the Training Center Building. REF. Special Order .035.

### III. County Property, i.e., Restricted parking lot at Pomona Municipal and Superior Courts.

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 and night and weekends, as well as holidays. There are no special conditions or regulations that authorize temporary or limited parking in the restricted stalls, therefore, no authorized parking is permitted.

Violators are to be cited. Watch Commanders and Supervisors are to ensure that enforcement action is taken. The Commanders of all Divisions are to be advised if their personnel are found to improperly park in the Court parking facilities. If Communications personnel are found to be in violation, the Director of Communications shall be advised.

Personnel of this Department shall not park on privately owned property in the vicinity of the Police Department with the permission of the owner or person in control of the property.

## PATROL 1-508

### **1-508.0 TITLE: BUSINESS INQUIRIES OF AUTOMATED FIREARMS SYSTEM**

Date: 01-07-85

Related Procedural Manual: REC 1-307

### **1-508.1 SYNOPSIS:**

Uniformed instruction and procedures relating to the responsibilities for personnel in accepting and performing inquiries of the firearms system as requested by local gun/pawn dealers, and responding to the business for follow-up investigation.

### **1-508.2 POLICY/OVERVIEW:**

The Pomona Police Department has developed the following procedure in an effort to reduce/ eliminate the trafficking of stolen firearms through reputable businesses in Pomona. Safeguards have also been established to protect the security of the Automated Firearms System. Any violation of these security measures shall be immediately relayed through the chain of command to the unit manager.

### **1-508.3 STATUTORY REFERENCE:**

15153 Government Code, 1.4.7 (d) CLETS Operating Policies, Practices and Procedures.

### **1-508.5 PROCEDURES:**

When responding to a call of a "possible stolen firearm" at a local gun/pawn shop, officers shall follow one of the applicable lettered sections below.

A. If subject is still at location:

1. Contact and identify the subject.
2. Verify the make, model and the serial number of the firearm with the information queried through the Automated Firearm System.
3. Confirm firearm status with the agency originating the stolen information.
4. Complete the investigation and appropriate report.
5. Officers are cautioned to consider all options before taking action. If the call results in either an arrest or the confiscation of the firearm, the Firearm System inquiry and response is to be submitted with the resulting police report. The inquiry and response will be held by the Log Steno for reporting officers.
6. If, upon the field officers investigation, it is determined that the weapon is not stolen or lost and the Firearm System response is not valid, the Firearm System

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inquiry and response is to accompany an inter-office memo directed to the Records Manager presenting an explanation of the findings. The Records Manager shall be responsible for seeing that the system entry is corrected or relaying the information to appropriate authorities.

- B. If the subject is not at the location, then:
1. Contact the owner/employee at the location and verify the information on which the Firearms System hit was obtained. Confirm the firearms status with the agency originating the stolen information.
  2. Obtain identifying information regarding the suspect.
  3. Complete the investigation and/or appropriate reports as deemed necessary.

## PATROL 1-509

### **1-509.0 TITLE: DETECTIVE BUREAU CALL-OUT**

Effective Date: 10-16-85

Revised Date: 02-23-99 (Author: Sergeant G. Jones)

Prior Revised Date: 12-29-87

Related Procedural Manuals: Det. 1-200

### **1-509.1 SYNOPSIS:**

Contains Detective Bureau call-out procedures including who to call, when to call, and what information to provide to those being called out.

### **1-509.2 POLICY/OVERVIEW:**

This order is not intended to usurp a Watch Commander's discretion to order/call out any personnel needed when a major incident occurs or for the protection/welfare of the public.

This order is intended to give direction only when the following specified activity has occurred.

### **1-509.5 PROCEDURES:**

- I. When to Activate Detective Bureau Call-Out
  - A. Homicide.
  - B. Industrial deaths.
  - C. Unexplained deaths with possible foul play.
  - D. Overdose death with possible foul play.
  - E. Major assaults with potential of death.
  - F. Child abuse with potential of death.
  - G. Missing person - when foul play is suspected.
  - H. Burglary when extensive property is taken or there is a need for assistance which is beyond the scope of Patrol personnel.
  - I. Robbery when victim receives serious or fatal injury or there is a need for assistance which is beyond the scope of Patrol personnel.
  - J. Narcotics cases involving large quantities of drugs and evidence. (Also includes clandestine drug labs.)

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- K. In-custody deaths.
  - L. Vehicular accidents involving police personnel or City vehicles, which due to the circumstances may have a high potential for City liability.
  - M. Vehicular accidents which are near fatal or fatal. An Evidence Investigator or Evidence Technician may assist with scene preservation and scale drawings.
- II. Who to Call
- A. On Evenings, Weekends, and Holidays
    - 1. On-call supervisor to be notified.
      - a. On-call investigating Detective and on-call I.D. Detective to be notified at the discretion of the on-call supervisor on evenings, weekends, and holidays.
  - B. On All Other Days:
    - 1. Crimes Against Persons - Crimes Against Persons Sergeant to be notified.
      - a. In the event no Crimes Against Persons Sergeant can be reached, the Crimes Against Property Sergeant or Narcotics Sergeant shall be notified.
      - b. In the event no Sergeant can be reached, the Detective Bureau Commander shall be called.
    - 2. Crimes Against Property - the same procedure will be followed as is described in Crimes Against Persons with the exception of calling the Crimes Against Property Sergeant first.
  - C. Major Narcotics Violation
    - 1. The Narcotics Sergeant will be notified.
      - a. In the event the Narcotics Sergeant can not be located, the Crimes Against Persons or Crimes Against Property Sergeant will be notified.
      - b. In the event no Sergeant can be reached, the Detective Bureau Commander will be notified.
      - c. The responding supervisor will evaluate the incident and call any needed Detective Bureau personnel.

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### III. General Policies

#### A. Caller's Duties

1. Provide called out personnel with available information as to who, what, where, when, and how.
2. Notify Operations Division Captain that Detective Bureau personnel are being called out.

#### B. Called-out Detective Bureau Supervisor shall complete press release.

#### C. Called-out personnel will check in with Watch Commander upon arrival for briefing and check out with Watch Commander for debriefing.

#### D. When responding to a call-out, the minimum standard will be the summer dress code.



## PATROL 1-510

### 1.510.0 TITLE: VACATION RELIEF FOR WATCH COMMANDERS

Effective Date: (12-2-87)

Revised Date: 8-31-99 (Author: Lieutenant Watts)

### 1-510.1 SYNOPSIS:

Procedures For Filling Vacancies In The Watch Commander's Office Due To Vacations

### 1-510.2 POLICY/OVERVIEW:

Vacancies in the Watch Commander's Office due to vacations are to be filled by Lieutenants on a straight-time overtime basis and/or by Sergeants on a time and a half overtime basis. Lieutenants to have first choice.

### 1-510.5 PROCEDURE:

- I. The Watch Commander leaving for vacation shall, if at all possible, prepare an inter-office memo at least ten (10) days in advance, indicating the dates and hours to be vacant and post it in the Watch Commander's Office. Copies of this notice to be placed on the Blue Log and one (1) sent to each Lieutenant in the Department.

Personnel interested in the vacancy must sign up on the original memo, displayed in the Watch Commander's Office, only.

#### A. Lieutenants

1. Must sign up within the first five (5) days after the memo's posting.
2. Sign up only once (first choice) and indicate other dates available.
3. The Watch Commander leaving for vacation will attempt to fill all vacancies with Lieutenants first from the available list.

#### B. Sergeants

All vacancies not filled by Lieutenants within the first five days after the memo's posting may be filled by Sergeants, using the procedure outlined above in A - 2 and 3.

Note: "Bumping" will not be permitted unless it is done with the consent of both parties.

## **PATROL 1-511**

### **1-511.0 TITLE: WATCH COMMANDER NOTIFICATION EMAILS**

Effective Date: 12-3-15 (Author Capt. M. Ellis)

### **1-511.1 SYNOPSIS:**

Defines procedures for Watch Commanders on when and how to disseminate important information to Command Staff and other City Officials.

### **1-1511.2 POLICY/OVERVIEW**

The Watch Commander serves as the central hub of police related information from the field for the Department 24/7. This information is often very important to members of the Executive Command Staff and to City Officials. It is the policy of this Department to disseminate key information in a timely manner utilizing the City's email system. This policy provides guidance to those serving in the Watch Commander's Office on how to accomplish this task.

### **1-511.4 DEFINITION**

#### **1. Confidential Police List**

- a. This distribution list automatically sends emails to the Chief, Deputy Chief, Captains, Civilian Division Commander and Lieutenants.

#### **2. Council Information List**

- a. This distribution list automatically sends emails to the Chief, Deputy Chief, Captains, Civilian Division Commander, Lieutenants, City Council, City Manager and staff.

### **1-511.5 PROCEDURES**

#### **A. When to Send Notifications to the Confidential Police List**

1. Use this email distribution list for all WC shift related notifications that you are expected to pass along during your shift.
2. When Sending to this specific list, send the email from your own email account, not the "Watch Commander" account.
3. Emails sent to this list go to the Command Staff as a whole. Do not send shift related notifications to only one individual, such as the Operations Captain. Always send notifications to the list.
4. These notifications should contain enough information to keep Command Staff apprised of noteworthy occurrences that you may encounter.
5. Notifications should be timely, similar to a "breaking news feed".

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6. Examples for this list:
  - a. Victim(s) of a shooting
    - i. Cc: DB and MCTF Sergeants
  - b. Stabbings that involve Great Bodily Injury
    - i. Cc: DB and MCTF Sergeants
  - c. Employee Injuries and Unit T/Cs
    - i. Provide a short synopsis of the injury and if modified duty is anticipated.
  - d. Use of Force
    - i. Provide a short synopsis of the use of force, the incident number and a note that the incident will be entered into Blue Team before EOW, list the handling supervisor.
  - e. Fires, Major or Fatal Traffic Collisions, Road Closures
  - f. Significant other agency presence in the City
  - g. Demonstrations
  - h. Evacuations
  - i. Calls for service at City Hall
  - j. School lock-downs or high profile police activity around schools in session
  - k. Mainstream media on-scene of any police incident
  - l. Media interactions
  - m. Other Agency serving a search warrant in our City
  - n. Arrest of VIP's, including other law enforcement officers
  - o. Discharges of firearms, even if accidental/negligent
  - p. Building maintenance issues or concerns
  - q. 911 or radio system failures
  - r. Major incidents or those that may cause media or council attention
  - s. Council Member, Mayor or City Manager Contact

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- t. Any other incident or news you think your chain of command would like to know about or benefit from knowing sooner than later. When in doubt send the information.
- B. When to Send Notifications to the Council Information List
1. Use this email distribution list to advise of any significant events that could cause media attention or constituent inquiries.
  2. This email is similar to the *Confidential Police List*, but not as detailed.
  3. Examples for this list:
    - a. Victims of a shooting
    - b. Stabbings that involve Great Bodily Injury
    - c. Other violence that involves Great Bodily Injury
    - d. Fires, Major or Fatal Traffic Collisions, Road Closures
    - e. Significant Outside Agency Activity Within our City
    - f. Demonstrations
    - g. Evacuations
    - h. Calls for Service Inside City Hall
    - i. School lock-downs or high profile police activity around schools in session
    - j. Mainstream media on-scene of any police incident
    - k. Extraordinary perimeters, searches or helicopter activity
  4. The content in these Council emails is short, basic and to the point.
  5. Specific detailed information about crimes such as suspect info, gang information, description of injuries, etc. generally do not go into this email.
  6. This email comes from the WATCH COMMANDER email account, and not from your own.
    - a. This is to provide quick identification by the city staff members who receive the email.
  7. All emails from this account will have the following disclaimer listed as the first line of the email:

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- a. *“This email is confidential and not intended for public disclosure at this time. You will be notified if a Press Release is distributed to the media.”*
8. Include your name at the bottom of the email. This should not be sent out anonymously.

## PATROL 1-600

### 1-600.0 TITLE: UTILIZATION OF THE O.E.S. UNIT

Effective Date: 4-28-87

Related Procedures Manual: None

### 1-600.1 SYNOPSIS:

To establish procedure for calling out Office of Emergency Services (O.E.S.) Volunteers.

### 1-600.2 POLICY:

It is the policy of this Department to use O.E.S. Volunteers to assist the Operations Division in non-enforcement, specified activities. O.E.S. Volunteers will not be used for any enforcement activity.

### 1-600.4 DEFINITIONS:

O.E.S.: Office of Emergency Services Volunteers

Traffic Control: For the purpose of this procedure, directing traffic, other than standby with barricades, will be considered an enforcement activity.

### 1-600.5 PROCEDURES:

- I. Determining the need for O.E.S. personnel assistance in the field.
  - A. The field officer shall request a field supervisor to determine if the situation falls within one of the following listed areas in which O.E.S. personnel may assist:
    1. Securing/containing crime scenes
    2. Guarding unsecurable buildings
    3. Searching crime scenes (fields, etc.)
    4. Searching for lost persons
    5. Perimeter containment at disaster scenes, i.e., fires, explosions, aircraft crash, train derailment, hazardous spills, etc.
    6. Assist in parades or other civil events for crowd control
    7. Assist in surveillance operations of high crime area, special problem areas (cemeteries, vandalism, etc.).

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- B. If the supervisor determines that O.E.S. personnel can be of assistance and the situation falls within one of the above 1-7 listed areas, she/he shall notify the Watch Commander and request O.E.S. personnel.
- C. Upon being notified by the field supervisor that O.E.S. personnel shall be needed, the Watch Commander will use the call-out list for O.E.S., and call a group leader requesting O.E.S. assistance.
- D. O.E.S. personnel will answer to the "incident supervisor" when on duty.

## PATROL 1-700

### **1-700.0 TITLE: CRISIS NEGOTIATIONS TEAM PERSONNEL SELECTION PROCESS**

Effective Date: 7-30-98 (Author: Lt. R. Windell)

### **1-700.1 SYNOPSIS:**

Procedure for selection of Crisis Negotiations Team members when vacancies exist.

### **1-700.2 POLICY/OVERVIEW:**

The Crisis Negotiations Team is only one part of the overall team of personnel that the Department utilizes to help ensure the safety of law enforcement personnel, the citizens, and the suspect(s) involved in a crisis incident. The goal of the Crisis Negotiations Team is to diffuse crisis incidents safely.

To this end, the selection of the crisis negotiators is extremely important and valuable in achieving this goal. Successful negotiators have developed an ability to communicate, not just talk, with others in a crisis incident.

### **1-700.5 PROCEDURES:**

#### **I. Composition Of The Crisis Negotiations Team**

- A. The Crisis Negotiations Team will be comprised of a Lieutenant Team Commander and ten (10) negotiators.
- B. The ten (10) negotiators will be divided into two sub-teams of five (5) members each. Both sub-teams will have a Team Leader.
  - 1. Participation is an ancillary assignment for all personnel, and the Team member's primary assignment shall be given priority over Team activities. The only exception will be Team activation for critical incident responses.
  - 2. The number of personnel on the Team can be changed at the direction of the Patrol Operations Captain.

#### **II. Qualifications**

- A. Sworn employees interested in serving on the Crisis Negotiations Team must:
  - 1. Have at least three (3) years service as a Police Officer with the Pomona Police Department.
  - 2. Be a better than satisfactory employee as reflected in the last two evaluations.
  - 3. Not currently under any discipline or action plan.



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4. Present letters of endorsement from your supervisor and Lieutenant.
5. Possess or have demonstrated the ability to listen and empathize with people from all walks of life.

### III. Selection Process

- A. When a vacancy occurs, the Team Commander shall request letters of interest from those qualified. The letters of interest shall contain the candidate's reason for wanting the assignment, their education, law enforcement experience, and any special qualification and/or training.
- B. The Team Commander shall screen the letters of interest for the minimum qualifications and exclude those that fail to meet the standards set. The reason for the exclusion of a candidate shall then be written and formal notification given to the candidate as to why their application was not accepted.
- C. A background check will be conducted to determine, among other areas, sick-time usage, past disciplinary problems, reliability, judgment, leadership, stability, listening skills, interpersonal skills and the quality of work produced.
- D. The final selection will be made by the Team Commander.
  1. Those not selected, but who have qualified, will be placed on a list which will be valid for one year from the date the vacancy was filled. If any vacancies occur during the following year, that vacancy will be filled from the existing list.

### III. Appointment Of The Team Commander

- A. When an opening in the Team Commander position becomes available, the Patrol Operations Commander will select a replacement.

## PATROL 1-800

### 1-800.0 TITLE: BLUE TEAM REPORTING

Effective Date: 06-04-18 (Author: Capt. Christian Hsu)

Related Procedures: Detective 1-900, Jail 1-650

### 1-800.1 SYNOPSIS:

BlueTeam is the platform selected by the Pomona Police Department to record, track and manage incidents involving Police Department staff. BlueTeam streamlines the flow of information through the chain-of-command that provides review and approval at each step.

### 1-800.5 PROCEDURES:

- I. Incidents (Incident Type) requiring a BlueTeam entry:
  - a. Administrative Complaint
  - b. Citizen Complaint
  - c. Employee Commendation
  - d. Employee Injury
  - e. Firearm Discharge
  - f. K9 Utilization
  - g. Property Damage
  - h. Use of Force
  - i. Vehicle Accident
  - j. Vehicle Pursuit
  
- II. Generating a BlueTeam Incident
  - a. The first-line supervisor, generally a Lieutenant, Sergeant, Corporal or professional staff supervisor, will initiate a BlueTeam incident when any of the above listed events have occurred. The initial incident must be created in the BlueTeam system by the handling supervisor before their end-of-shift on the day of the incident.
    1. When entering the “Summary” of the incident, the supervisor will not identify involved staff member(s) by name. They will be referred to by the role, title or rank.
  - b. The supervisor will enter and complete every section and tab which is appropriate for the incident.
  - c. The supervisor will complete, collect, review and upload reports (criminal, City administrative, traffic collision, Taser download, etc.), documents, photographs, audio recordings and any other items that are material to the incident, making it an attachment.
    1. When an item exceeds size limits to be uploaded and attached ; the supervisor will indicate in the “Comments” portion of BlueTeam what this item is, its content, its current location and what value it has to the incident.
  - d. Routing in BlueTeam
    1. Police Department staff complaints will be sent to “Internal Affairs.”
    2. All other incidents will be sent to the on-duty Watch Commander.
      - a. Officers or professionals staff members may be involved in an event that requires BlueTeam reporting, but they are not assigned to

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the Operations Division or their work unit first-line supervisor is not on-duty. In those cases, the on-duty Watch Commander will be the recipient of this initial BlueTeam entry. The first-line supervisor for the affected employee will be copied on the routing.

### III. Watch Commander Responsibilities

- a. All BlueTeam incidents, besides “Administrative Complaint” and “Citizen Complaint” will require the on-duty Watch Commander’s review and preparation of an Administrative Insight document.
- b. If the original BlueTeam entry is incomplete it shall be marked “Not Approved” with instructions provided and routed back to the initiating supervisor.
- c. When the on-duty Watch Commander has completely reviewed the entry and is prepared to approve and route the BlueTeam to the affected staff member(s)’s Division commander, they will:
  1. Complete and upload an Administrative Insight document; following the approved format. The on-duty Watch Commander will be responsible for completing this document even if the affected staff member(s) is / are not under their supervision. The staff member(s)’s Operations Division, Investigative Services Division or Administrative Services Lieutenant/Manager will be copied on the routing to keep them informed and updated.
  2. If the event is an on-duty or work related staff injury; in addition to the BlueTeam entry, the following documents will be forwarded/emailed to Human Resources-Risk Management work unit:
    - a. City of Pomona Incident Investigation Report
    - b. City or Pomona Employer’s Report of Occupational Injury or Illness Report
    - c. State of California Worker’s Compensation Claim (DWC 1)
  3. If the event is a traffic collision involving an on-duty Police Department staff member or a City vehicle; in addition to the BlueTeam entry, the following documents will be forwarded/emailed to Human Resources-Risk Management work unit:
    - a. City of Pomona Incident Investigation Report
    - b. Traffic Collision Report

### IV. BlueTeam Management

- a. BlueTeam will be managed through the Office of the Chief of Police.

## PATROL 2-105

### 2-105.0 TITLE: USE OF THE "NO-SPIT" BAG

Effective Date: 12-13-85

Related Procedural Manual: Detective 1-208, Jail

### 2-105.1 SYNOPSIS:

Procedure for the use of the "No-Spit" bag. Procedure describes when to use, how to use, documenting the use of, sanitization of used bags, issuance of sanitized bags.

### 2-105.2 POLICY/OVERVIEW:

It is the policy of this department that arrestees be treated humanely and every precaution be taken to ensure the safety and welfare of the arrestee as well as the police officer. The preventive or controlling measure outlined herein is presented with this policy in mind.

### 2-105.4 DEFINITIONS:

- A. "No-Spit" Bag - A porous, light blue, cloth bag, approximately 17 inches by 18 inches with an elasticized bottom designed to protect officers from being spat upon by in-custodys.
- B. Sanitization - The cleaning or laundering of a used bag by Jail personnel.
- C. Sanitized Bag - Bag that has been laundered and packaged in a sealed plastic bag for re-issue.

### 2-105.5 PROCEDURE:

- A. Issuance of "No-Spit" Bags
  - 1. All officers below the rank of Sergeant assigned to the Patrol function, all Reserve Officers, the Warrant Officer and all Phase Trainees will be issued a sanitized bag.
- B. When to Use the Bag
  - 1. The "No-Spit" bag shall be used on any in-custody, that is being transported, who starts to spit upon officers or who has just previously spat upon civilian personnel and in all probability will spit on the transporting officer/s. Obviously, the "No-Spit" bag is only effective if the in-custody is handcuffed and cannot remove the bag with his/her hands.
- C. How to Use the Bag
  - 1. The "No-Spit" bag is to be removed from the sealed plastic bag. The "No-Spit" bag has a closed top and an open, elasticized bottom.

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2. The officer should place one end of the elasticized bottom under the chin of the in-custody and then pull the "No-Spit" bag back over the head and down until the bag covers the entire head of the in-custody and the elasticized bottom is loosely fitted around the neck.
3. The cloth, "No-Spit" bag is porous so the in-custody will be able to breath normally with the bag in place. Under no circumstances should any tape, string, rope or any other object be used to secure the "No-Spit" bag to anyone's head or neck. The "No-Spit" bag shall not be used as a physical means to control the movement or actions of an in-custody wherein the bag is pulled or gathered in the officer's hand to reduce the size of the bottom opening or the space about the neck, face, or head nor is the bag to be pulled on to guide an in-custody. The loose fitting elasticized bottom will prevent a handcuffed person from removing the bag.
4. The "No-Spit" bag, when in place, will allow the in-custody limited vision. Officers shall assist any in-custody who has a "No-Spit" bag in place. Assistance shall consist of guiding the in-custody around any obstacle, through doorways and up and down stairs as the case may be.
5. Removal of a "No-Spit" bag from a spitting in-custody may be done by the transporting officer in the Jail prior to or immediately after the booking process depending upon the attitude of the in-custody.

Actual removal of the "No-Spit" bag should be accomplished by grasping the elasticized bottom at the back of the head, pulling the bottom out away from the neck, then lifting the bag over the back of the head, toward the front and then down away from the face.

6. The used or contaminated bag should be placed in a paper sack and given to on-duty Jail personnel. Upon receipt of the contaminated "No-Spit" bag, Jail personnel will issue a sanitized bag to the officer.
7. Documentation of the "No-Spit" bag use shall be made in the police report. If the transporting officer is the arresting officer the documentation would be included in the officer's first report. If the transporting officer is not the arresting officer, documentation shall be made in a supplementary report.

## PATROL 2-107

### 2-107.0 TITLE: USE OF FLASH/SOUND DIVERSIONARY DEVICES

Effective Date: 12/12/95

### 2-107.1 SYNOPSIS:

The purpose of this document is to establish policy regarding the use of flash/sound diversionary devices.

### 2-107.2 POLICY/OVERVIEW:

The use of flash/sound diversionary devices, also referred to as “flashbangs”, has saved the lives of many police officers and innocent civilians, as well as suspects. However, in order to reduce any potential for injury, these lifesaving, less-lethal devices must be properly deployed and their use supervised.

### 2-107.5 PROCEDURES:

#### I. Persons Authorized to Utilize Flash/Sound Diversionary Devices

- A. Only personnel who have successfully completed a departmentally approved training course in the proper use and deployment of flash/sound diversionary devices shall be certified/authorized to deploy them during actual operations. In order to remain certified/authorized to use the devices, personnel shall successfully complete a refresher course on an annual basis. Because of the specialized nature of these devices and the training required to properly deploy them, their use shall be restricted to trained personnel with the S.T.A.R. Team.

#### II. Authorization For Use

- A. Except in extreme emergencies (i.e., life-threatening situations), flash/sound diversionary devices shall not be used without prior authorization of the S.T.A.R. Team Commander. In the absence of the S.T.A.R. Team Commander, the S.T.A.R. Team Leader Sergeant may authorize their use.

#### III. Justification For Use

- A. Generally, flash/sound diversionary devices may be considered whenever the use of a less-lethal diversion would facilitate entry, enable arrest, and potentially reduce the risk of injury.
- B. Circumstances which may justify the use of flash/sound diversionary devices shall include, but not be limited to:
  - 1. Barricaded suspect and/or hostage situations.
  - 2. High-risk warrant services.

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3. Circumstances wherein distraction of violent mentally deranged persons or those under the influence of alcohol/drugs is believed necessary in order to facilitate apprehension.
4. Situations wherein the authorizing person deems their use necessary to safely resolve the incident.

### IV. Deployment Considerations

- A. Prior to deploying flash/sound diversionary devices, personnel shall consider available intelligence information and circumstances (i.e., the presence of children, elderly persons, etc.). Circumstances may dictate the exterior deployment is preferable to deployment on the interior of a structure. Whenever possible, devices shall be deployed to an area visible to the deploying officer. Generally, these devices shall not be used solely for the preservation of evidence.
- B. Because flash/sound diversionary devices have the potential to ignite flammable materials, a portable fire extinguisher shall be readily accessible whenever devices are to be deployed.

### V. Review Process

- A. Once a device is utilized, it will be documented in the S.T.A.R. Team Leader's Incident Report. The S.T.A.R. Team Commander shall review the use of flash/sound diversionary devices as soon as practical following each incident or operation to ensure the devices were used according to policy and that the devices functioned properly.

## PATROL 3-000

### 3-000.0 TITLE: CRIME ANALYSIS UNIT CONTROL OF POLICE INFORMATION

Effective Date: June 2, 1986

Revision Date: August 20, 1996 (Author: M. Robledo)

Prior Revised Date: February 22, 1988

Related Procedure Manual: Records 2-004

### 3-000.2 POLICY:

The information provided to the Crime Analysis Unit shall be restricted to only that information which is necessary to perform requested analysis functions.

### 3-000.5 PROCEDURE:

I. Crime analysis information products receive distribution not only within the Pomona Police Department, but in some cases to other law enforcement jurisdictions. To reduce potential liability, a control of police information and other criminal history information shall be maintained by the Crime Analysis Unit.

#### A. Data Collection

The Crime Analysis Unit shall access data from select police reports and teletype documents (including criminal history information, i.e., rap sheets) that are provided by the Record Bureau. This may require the reproduction of documents specifically for the Crime Analysis Unit.

1. The need for access to crime/incident reports and teletype documents, including raps, shall be determined by the Crime Analysis Unit. Raps access shall be reviewed and approved by the Custodian of Records.
2. The Crime Analysis Unit shall determine whether or not documents are reproduced specifically for analysis functions.

#### B. Control

1. Within the confines of the Record Bureau, the Crime Analysis Unit shall maintain a report bin to receive police information.
2. It shall be the responsibility of the Crime Analysis personnel to obtain information designated for C-CAP or CAU.
3. Reports shall not be further duplicated, nor shall they be distributed to other units or persons. Such requests are to be referred to the Records Bureau.



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### C. Storage and Purge

Reports , raps, and other teletype information stored within the confines of the Crime Analysis Unit shall be maintained in a secure and controlled manner in order. This will ensure integrity and security mandated by law and policy established by the Pomona Police Department.

It shall be the responsibility of the Crime Analysis Unit to purge analyzed reports and teletypes from its data collection process when they are no longer needed. (See Purge Resolution regarding duplicate documents)

### D. Confidentiality

As with any information disseminated by a law enforcement agency, personnel must be properly trained in its use and procedures established to minimize the possibility of inappropriate actions.

1. The Crime Analysis Unit shall ensure that all volunteers/interns fully understand the requirements of record security and information confidentiality.
2. Each volunteer/intern shall also be required to read and sign a confidentiality agreement prior to being allowed to work in the Crime Analysis Office.
3. Admonishment

Bulletins, fliers, etc., prepared by the Crime Analysis Unit for distribution within this Department, and in some cases other law enforcement jurisdictions, shall bear the following admonishment:

“Persons named/appearing herein are not necessarily associated with criminal activity. Information is provided to assist officers in their investigative functions and is intended for peace officers’ use only.

If an arrest warrant has been issued, that specific statement will be made and the Warrant number, court, violation and date of issuance will be listed. **All Warrants must be confirmed prior to arrest.**

If no warrant has been issued as of the date of the bulletin, flier, etc., probable cause to detain must be established and documented.”

## PATROL 3-004

### 3-004.0 TITLE: FALSE ALARM INCIDENT REPORTS

Effective Date: 5-3-84

### 3-004.1 SYNOPSIS:

The False Alarm Ordinance was designed to reduce Police responses to false alarms. This procedure describes when and how to issue False Alarm Incident Reports, Form #PPD-274.

### 3-004.5 PROCEDURES:

#### I. When To Complete A Report

- A. An Alarm Incident Report, (Form number PPD-274) is to be completed at the location of each 459 P.C. and 211 P.C. alarm response.
- B. A report is not required when the unit is canceled prior to arrival.

#### II. How To Complete The Form

- A. The report form is generally self explanatory.
- B. In the area of "Probable Cause", check the box that you feel is the reason the alarm was activated.
  - 1. When the alarm has actually reported an unlawful act, check the "Valid Alarm" box.
  - 2. When the two (2) part report is completed, the second page (hard copy) is to be separated from the set, and left in a conspicuous location at the dispatched address.
  - 3. When a responsible party is at the location, the form may be given to that person.
- C. The hard copy advises the owner, or responsible party of the date, and time a Pomona Police Officer responded to an alarm.
- D. The reverse side describes important sections of the False Alarm Ordinance.

#### III. Disposition

- A. Prior to the end of watch, the first page of the report is to be placed in the Alarm Citations box at the first floor report writing area.

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- B. The security check information should be completed when an officer observes a noteworthy security hazard. In the space next to the hazard, write its location.

Example: Open Door (rear of building)

### IV. Security Check

- A. This portion may also be used to report a security hazard even though an alarm is not involved.
- B. Cross off the alarm portion, when not applicable, and leave the hard copy at the location.
- C. The first page shall be placed in the Alarm Citations box for follow-up.

## PATROL 3-005

### 3-005.0 TITLE: APPREHENSION REQUESTS (836.3 PC)

Revised Date: 10-24-18 (Author: Jaime Martinez, Sergeant)

Prior Revision Dates: 11-28-89, 7-5-95, 2-5-96, 7-7-03

Related Procedural Manuals: REC 7-701, DET 1-401

Xref: REC 3-000 Prioritizing Transcription of Reports

### 3-005.1 SYNOPSIS:

Procedures for the use and distribution of Apprehension Request.

### 3-005.5 PROCEDURES:

#### I. Circumstances for Issuance

- A. Apprehension Requests are to be issued only where there is sufficient evidence for an arrest under Section 836.3 P.C.
- B. Prior to the issuance of an Apprehension Request, an Officer must have established probable cause to believe that a felony has been committed and that the person from whom the Apprehension Request was issued, committed the felony.

#### II. Instructions for Use

- A. Complete the Apprehension Request Form (PPD 217) in its entirety.
  - 1. Advise your supervisor (Sergeant or Watch Commander) of the circumstances and have the supervisor review the completed form for accuracy.
  - 2. The supervisor will then approve the Apprehension Request by signing and dating the "Approved" portion of the form.
- B. The investigating officer shall utilize PSSI to complete the report and submit the Apprehension Request via Records.
  - 1. Sign the report and indicate in WorkFlow notes Apprehension Request submitted.
    - a. Records will make a copy of the original and place it on the blue log with the original photograph, if available. (Make a copy of the photograph to stay with the original report.) Indicate on the bottom of the original Apprehension Request, "XC – Blue Log, initial and date."
    - b. The yellow copy will be taken down to Dispatch to be broadcast.
    - c. The two remaining copies will stay with the original report and when processed, will be attached to the Detective Bureau copy of the report.

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### III. Cancellation

#### A. By Arrest Based on the Apprehension Request

1. The Arresting Officer will advise the Log Steno to print a copy of the original Apprehension Request.
2. The Arresting Officer will obtain the copy from the Log Steno and write "Canceled by Arrest" across the face of this document and sign his/her name.
3. The Arresting Officer will then return this document to the Log Steno for scanning.

#### B. Other Than by Arrest

1. When circumstances have developed wherein an Apprehension Request needs to be canceled, the following procedures will be followed:
  - a. This cancellation will be accomplished after approval by a supervisor (Sergeant or Watch Commander), or the assigned Detective.
  - b. The Officer/Detective will obtain a copy of the original Apprehension Request from the Log Steno.
  - c. The Officer/Detective will then write the reason for cancellation on the face of this copy.
  - d. The Officer/Detective will then return this document to the Log Steno for scanning, as soon as possible after the cancellation.

Note: The Log Steno will make notification for the blue log, Detective Bureau and Communications of the cancellation.

#### C. Expiration of Time

##### Cancellation

1. A thirty (30) day period (including weekends and holidays) will be utilized as a timeframe which would allow for Detectives to either obtain a filing or disposition for the case. When Apprehension Requests are signed/approved, a cancellation date will also be given (i.e., 03-01-03 1200 - 03-31-03 1200). This type of cancellation would be in lieu of the actual arrest of the suspect or upon cancellation by the assigned Detective.

## PATROL 3-006

### 3-006.0 TITLE: DICTATING POLICE REPORTS

Effective Date: 09-7-18 (Author: A. Bostrom, Sergeant / D. Herring, Rec. Mgr.)

Revised Date: 8-12-14

Prior Revised Dates: 1-25-91, 8-31-98, 6-22-99, 9-24-02

Related Procedural Manuals: DET 1-502, REC 1-305

### 3-006.1 SYNOPSIS:

Procedures for dictating reports and setting criteria for those types of reports that can be dictated.

### 3-006.2 POLICY/OVERVIEW:

The Police Department hand-held digital audio recorders will be issued to individual officers to allow them to dictate various types of Police Reports. This procedure will greatly reduce officer report writing time and allow quicker response times to calls for service.

### 3-006.5 PROCEDURES:

#### I. Criteria for Dictating

- A. All Arrest Reports may be dictated by Field Officers
- B. Any Child Abuse, neglect and Sexually related incident involving children may be dictated due to the involved nature of the investigation.
- C. All Felony incidents may be dictated, with priority given to Homicides, Rapes, Robberies, and Felonious Assaults.
- D. Misdemeanor incident cases shall be typed by the officer unless prior approval is obtained from the on-duty Watch Commander to dictate. The on-duty Watch Commander shall contact the Records Bureau Supervisor on duty, to ascertain the volume of reports that require transcription in order that the dictation of Misdemeanor reports will not cause a backlog in the system.

#### II. Officer's Responsibility

- A. Officers dictating Police reports shall only record one report per digital file. The officer shall upload the digital file into the 'PatrolReports' folder on the Desktop of any workstation computer.
- B. An Officer choosing to have his/her audio transcribed by Records Personnel, shall label the 'Document History' line of their audio file to alert Records Personnel whether this file for Workflow or not. A uniform method for labeling has been developed.
  - i. For Workflow (PSSI), the 'Document History' must have:

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1. DR Number,
2. 'WF' (Workflow),
3. Officer/Author ID Number, and
4. Indicate the type of report by using one of the following:
  - A – Arrest
  - I – Incident
  - SA – Supplemental to an Arrest
  - SI – Supplemental to an Incident

Example: 1805747-WF-40668-I

- ii. For non-Workflow dictation, the Officer simply needs to leave out the 'WF.' For example: 18057747-440668-I

If an officer is submitting more than one audio file of the same type, he/she will number the file. For example: 18057747-WF-40668-I(2), 18057747-WF-40668-I(3), etc.

- C. The Author of a Workflow transcription should be aware that he/she is authorizing Records Personnel to log on to their PSSI account to add the narrative to the respective offense. Records will not email the Officer the narrative for review or submission. Records will forward the report for approval after transcription is complete.
- D. Requests to Hold for Review – an Officer wishing to review a report after it has been transcribed must add in the dictation that he/she wishes to review the report and which Police Supervisor approved the request.
  1. Workflow reports will be dictated and sent back to the Officer in “draft” status for review and submission for approval.
  2. Non-Workflow transcriptions will be placed in the Sergeant Office in the tray designated for officer review.
- E. Records will note who transcribed the report by placing initials and a date at the bottom of the type narrative. Officers shall not delete or alter this information in any way.

### III. Records Responsibility

- A. When a tape cannot be transcribed because of sound quality (voice breaking up, fading, etc.), the transcriber is to:
  1. Indicate on the manila tape envelope the City of Pomona number of the transcriber/s used to attempt transcription.

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2. Forward the tape and envelope to the dictating officer's squad supervisor with the appropriate explanation and request that the recorder used to record the tape be checked for serviceability.
- B. When a tape cannot be transcribed because of slurred or unclear enunciation on the part of the officer or because of interference by background noise, **DO NOT ERASE** the tape.
1. Either complete as much of the transcription as possible and leave space for the word or phrase you cannot understand, or
  2. Explain to the squad supervisor that none of the tape could be transcribed.
  3. Inform the Log Steno of the status of the transcription on the particular report.
- C. Upon completion of transcription of an arrest tape, the Records Bureau employee who transcribed it, shall notify Dispatch to advise the reporting officer the report is ready for review.
1. The Records Bureau employee shall document this notification on the "In Custody" form as such: Date/time, Dispatcher (Name) advised, initials.
  2. The report will then be placed on the log desk counter, pending the officer's review.
- D. If the reporting officer is off-duty when the report is completed, the arrest report is to be left for the officer's review in the officer's review basket in the Records area.



## PATROL 3-008

### **3-008.0 TITLE: ACCOUNTING AND CONTROL OF CITATION BOOKS**

Effective Date: 5-8-84

Revision Date: 05/26/99 (Author: J. Julian, Sr. Records Supervisor)

Related Procedural Manuals: Rec 6-301; Code 1-080

### **3-008.1 SYNOPSIS:**

Procedures for controlling and issuing Citation Books.

### **3-008.3 STATUTORY REFERENCES:**

State Manual of Accounting Section 4.120 - Recordkeeping for the Control of Citation Books.

### **3-008.5 PROCEDURE:**

#### I. Issuance of Citation/Notice to Appear Books

- A. Citation/Notice to Appear Books are issued by Records Bureau personnel on a 24 hour basis.

#### II. Officer's Responsibility:

- A. When the Citation/Notice to Appear Book (moving or parking) has been fully used, return the green audit copies (moving) and yellow audit copies (parking) to Records Bureau personnel.
- B. Parking Enforcement turns parking cites books in to the Traffic Bureau secretary when completed.

## PATROL 3-011

### **3-011.0 TITLE: REPORT WRITING PROCEDURES FOR ADDED ARREST CHARGES**

Effective Date: 9-7-18 (Author: A. Bostrom, Sergeant)

Revised Date: 5-9-84

Related Procedural Manuals: DET 1-504, REC 2-003, CODE 3-020

### **3-011.1 SYNOPSIS:**

This procedure is written to provide a standardized method for adding to, deleting from, or modifying arrest charges.

### **3-011.5 PROCEDURES:**

#### I. General Procedure

- A. Whenever it is necessary to add, delete, reclassify or modify arrest charges subsequent to having completed the pre-booking form in the jail, the arresting officer or concerned detective shall complete a Supplementary Report. The Supplementary Report shall be completed in PSSI, or handwritten/typed, if necessary, and shall include the following information:
  - 1. The original charges and the modified and/or additional charges.
  - 2. The name and booking number of the arrested subject and
  - 3. A brief statement clarifying the additions, deletions and/or modifications.
- B. The Supplementary Report shall then be routed to the Sergeant's Report Box for approval.

## PATROL 3-013

### 3-013.0 TITLE: REPORTS HELD FOR LATER COMPLETION

Effective Date: October 15, 1985

Revised Date: January 1987

Related Procedural Manual: DET 1-506, REC 1-308; CODE 3-040

### 3-013.0 SYNOPSIS:

To allow police reports, that are not immediately needed for criminal filing or follow-up, to be held until the following workday.

### 3-013.5 PROCEDURE:

- I. Approval For Holding Of Reports/Examples
  - A. The responsibility for approving which reports may be held for later completion shall rest with the on-duty Watch Commander. The criteria for such approval shall be that the report is not needed for immediate criminal filing or follow-up by the Detective Bureau, Records, Patrol, or other agency (e.g., Probation, Coroner's Office, Juvenile Hall, etc.).
  - B. The following reports shall be completed prior to the end of shift:
    1. Juvenile Custody Cases
      - a. Arrests.
      - b. Protective custody (MacLaren Hall, etc.).
      - c. Cases involving DPSS.
      - d. Any other case which may require immediate follow-up.
      - e. Those reports as directed by the Watch Commander.
    2. Homicides
    3. G.T.A. (needed for computer entry)
    4. Arrest reports taken Sundays through Thursdays. (Exception: Certain of the above reports may be held over on Fridays and Saturdays with the assurance that they will be available for appropriate distribution by 0800 on Mondays).
    5. Cases where suspect information is sufficient for issuance of Apprehension Request or 836 PC is an option.
    6. Other Dead Body reports.
    7. Serious newsworthy reports that would result in numerous inquiries.

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8. All reports that are forwarded to C-CAP.

### II Officer's Duties

- A. Reporting officers shall complete the face sheet of the police report and include the following information:
  1. Date of occurrence/reporting date.
  2. Incident number.
  3. Report classification.
  4. Information of all victims, suspects and witnesses.
- B. Form PPD [ ], HELD OVER REPORT shall be completed and disseminated as follows:
  1. Enter corresponding incident number related to the held over report. Enter only one case number. Each held over report shall have a separate PPD [ ] form completed.
  2. Enter the corresponding crime/classification. If the report involves multiple offenses, enter the most serious offense first. Additional charges should follow as space permits.
  3. Enter the victim's name. For crimes not related to an individual victim and committed against the general public, check off either "City of Pomona" or "State of California" as appropriate.
  4. Under the category of ARREST, check off either "YES" or "NO".
  5. Enter the name of the primary suspect, if known.
  6. Enter the date that the report shall be completed by.
  7. Under HOLD OVER FACTORS, check off the most appropriate "YES" or "NO" response.
  8. Enter the squad assignment of the officer submitting the form.
  9. Enter the name of the officer requesting that the report be held.
  10. Enter the date of request.

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11. Present the completed PPD [ ] form and related paperwork to the Watch Commander for approval or rejection.
12. If approval is obtained, attach to the front of the face sheet and applicable paperwork. Submit these to the Watch Commander.
13. Separate the pink-Detective's copy from the yellow-Records' copy. Submit the yellow to the Log Steno and place the pink copy in the Detective Bureau box.
14. Upon return to duty, contact the supervisor or Watch Commander for retrieval of the held report.
15. Complete the report and turn in to the report correction tray if handwritten. If taped, turn into the Log Steno. In both cases the PPD [ ] shall remain attached.

#### III. Duties Of The Shift Supervisor

- A. Upon report approval, the Supervisor may destroy the PPD Form or may retain it for his file.
- B. The squad Sergeant shall have the responsibility of ensuring that the held over report file is monitored on a daily basis and advise the on duty Watch Commander of any discrepancies or unusual circumstances involving the completion of any report.

## PATROL 3-014

### **3-014.0 TITLE: ENTRIES TO SPECIAL SITUATION LOG**

Effective Date: July 11, 1986

Related Procedural Manual: JAIL 195

### **3-014.1 SYNOPSIS:**

Special Situation Log entries which necessitate contact with and a decision by a Watch Commander or other supervisor shall be verified by the effected Watch Commander or supervisor for completeness and any other additional input.

### **3-014.3 STATUTORY REFERENCES:**

1. Article 4, Section 1044, Board of Corrections
2. Article 10, Section 1200, Board of Corrections

### **3-014.5 PROCEDURE:**

Whenever an entry is made on the Jail Special Situation Log, wherein the Watch Commander or other supervisor made a decision regarding a jail situation, jail personnel shall include in the entry the following information:

#### **A. Medical Problems Entries**

1. Prisoners name.
2. Booking number or D.R. number if available.
3. Date/time problem identified.
4. Original charge.
5. Nature of medical problem (explain in detail).
6. Indicate the name of the Watch Commander or supervisor contacted and also the date and time of contact.
7. Indicate the statements and/or action/s taken by the Watch Commander or supervisor regarding the medical problem (explain in detail).

#### **B. Contacting Watch Commander or Supervisor.**

1. After the entry is made on the Special Situation Log by the Senior Jailer on shift, the original of the log shall be taken to the Watch Commander or supervisor originally contacted regarding the medical problem.

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2. The Watch Commander or supervisor shall then review the log entry and if needed cause additional information to be entered on the log entry.
3. The Senior Jailer on shift shall then type any additional information on the Special Situation Log, as directed by the Watch Commander.
4. The Watch Commander or supervisor shall then initial the right hand margin next to the entry.
5. If the effected Watch Commander or Supervisor has completed their shift prior to having been contacted regarding the log entry, a photo copy of the Special Situation Log entry shall be placed in the effected Watch Commander's or supervisor's box for their inspection.
6. It shall then be the Watch Commander's or supervisor's responsibility to contact the Senior Jailer on shift to make corrections as needed.

### C. Other Special Situation Log Entries

1. All other log entries in which the Watch Commander or supervisor was not contacted shall contain items #1 through #5, of Section A, if applicable.
2. Special Situation Log entries of a non-medical nature shall contain all information necessary to draw a conclusion as to what occurred, including but not limited to:
  - a. Summary of the problem.
  - b. Action taken.
  - c. Persons involved and their involvement.
  - d. Witnesses.
  - e. Report numbers if applicable.
  - f. Date/time.

- D. The Special Situation Log shall be maintained in the Jail Booking area and periodically outdated. Special Situation Log forms shall be removed from the file and placed into storage for future reference.

## PATROL 3-015

### 3-015.0 TITLE: MAJOR INCIDENT LOG

Effective Date: August 14, 1986

Related Procedural Manuals: Detective 1-507

### 3-015.1 SYNOPSIS:

This policy establishes procedures concerning the documentation of persons entering certain crime scenes.

### 3-015.2 POLICY:

The "Major Incident Log" (PPD 306) shall be used to document all persons entering a homicide or major crime scene. This form is available through regular channels and shall be used by patrol officers investigating homicides or major incidents where the detectives are called out.

NOTE: The purpose of this procedure is to be able to identify persons entering homicide/major crime scenes where latent fingerprints are obtained and is necessary to eliminate their prints from those which might be used to identify a suspect.

### 3-015.5 PROCEDURES:

- A. The first officer arriving at the scene of a homicide or major crime scene where the detectives will be called out shall initiate a "Major Incident Log".
- B. Only persons authorized by the first officer at the scene shall be permitted to enter a scene of containment.
- C. All persons entering the scene or persons known to have been at the scene prior to containment regardless of their rank or reason for entering shall be identified on the log.
- D. This log shall be maintained until all personnel have left the scene and containment ends.
- E. The "Major Incident Log" shall be attached to the First Report and remain a permanent part of that file.

NOTE: At the direction of a supervisor, a Major Incident Log can be used for other scene containment, such as hazardous material spills, bomb threats, etc.



## PATROL 3-016

### 3-016.0 TITLE: REPORT WRITING - USE OF CORRECTION FLUID/TAPE, ERASURES, AND/OR STRIKE OVERS

Effective Date: 12/4/96 (Author: Acting Records Supervisor J. Julian)

Related Procedure: Det. 1-503

### 3-016.1 SYNOPSIS:

Implementation of a procedure to ensure altered writing may be authenticated.

### 3-016.2 POLICY/OVERVIEW:

All police reports/documents have the potential for becoming items of evidence in either criminal or civil court. As such, the Custodian of Records must be able to certify copies as true and accurate. It is impossible to know when strike overs, obvious erasures, or white out corrections were made or who was responsible for the correction unless the measures provided for in this procedure are followed..

Section 1401 of the Evidence code states, in part: "Authentication of a writing is required before it may be received in evidence".

Section 1402 of the Evidence Code states, in part: "The party producing a writing as genuine which has been altered, or appears to have been altered after its execution, in a part material to the question in dispute, must account for the alteration or appearance thereof".

### 3-016.3 STATUTORY REFERENCES:

Sections 1401 and 1402 of the Evidence Code.

### 3-016.5 PROCEDURES:

- I. The following procedure shall be followed when making strike overs, obvious erasures, or white out corrections to reports **which have not yet been approved.**
  - A. Each strike over, obvious erasure, or white out shall indicate the correcting officer's initials and date of correction next to the correction.
  - B. Every effort is to be made to keep these types of corrections to a minimum.

**NOTE:** *Approved reports are considered "Official Documents" and, as such, may only be complimented or corrected by supplementary report.*

## PATROL 3-017

### **3-017.5 TITLE: REPORT GUIDELINES FOR CIVILIAN REPORT WRITERS (CRW)**

Effective Date: 08-04-98 (Author: Lt. C. Watts)

Revised Date: 5-14-18 (Cpl. Brad Paulson and Cpl. Adrian Rodriguez)

### **3-017.1 SYNOPSIS:**

To establish specific guidelines on the type of investigations Civilian Report Writers may conduct.

### **3-017.2 POLICY/OVERVIEW:**

Civilian Report Writers shall prepare police reports, conduct traffic accident investigations, enforce parking laws and perform crime scene investigations not requiring the immediate presence of a sworn police officer.

Note: The on-duty Watch Commander or Field Supervisor has discretion to assign CRW's to calls not defined in this policy.

If at any time a CRW has a question regarding a call for service, they shall contact the Field Supervisor.

### **3-017.5 PROCEDURES:**

- I. General types of investigations which may be handled by Civilian Report writers (CRW's):
  - A. Crimes Against Property reports include, but are not limited to burglaries, forgeries, grand/petty thefts, trespassing, vandalism, auto tampering, and auto theft.
    1. CRW's may take crimes against property reports under the following circumstances:
      - a. When the suspect is known, but is not at the scene. Any additional follow-up on suspect(s) known will be conducted by, or with the assistance of, a sworn police officer. NOTE: If the suspect returns to location, while the CRW is present, the CRW shall immediately notify Dispatch. Police Dispatch shall then immediately dispatch a sworn officer to contact the suspect. If follow up should occur, a sworn officer shall respond to take over the investigation. Dependent upon the overall circumstances, the CRW should determine if they if they will remain on scene or should leave the location, pending the arrival of a police officer.
      - b. Generally, a CRW shall not interview a known suspect. However, there are those circumstances, such as hit and run investigations that may dictate the interview by a CRW. In these circumstances, the CRW shall be accompanied with a sworn police officer. If additional suspect follow-up information is required, i.e., location checks, apprehension requests, major

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evidence collection, etc., the CRW shall immediately notify their immediate supervisor (in his/her absence, contact the Watch Commander). The supervisor will then determine the next course of action.

### B. Crimes Against Persons

1. Generally the only Crimes Against Person(s) investigation to be handled by CRW's are obscene or annoying phone calls, identity theft, and fraud.
2. Female CRW's may assist male officers with sexual assault interviews when female victims refuse or are reluctant to speak with them and no female officers are available.
3. CRW's may be used for translation.

### C. Missing Persons

1. CRW's shall immediately notify their immediate supervisor, or the on-duty Watch Commander, when the missing person is determined to be an At Risk Missing or Critical Missing.

### D. Traffic Collisions

1. Property damage only.
2. Injury traffic collisions.
3. Hit and run traffic collisions
4. Complaint of pain or injury and suspect is not known or has fled location.
5. CRWs may be used for traffic control.

### E. Vehicle Storage/Impounds

1. CRWs will store or impound vehicles as part of their call for service, investigations, or at the direction of a sworn police officer.

### F. Parking Citations

1. CRW's may issue parking citations.

## PATROL 3-018

### **3-018.0 TITLE: DOCUMENTATION OF ITEMS BEING HELD FOR LATENT PRINT PROCESSING BY THE DETECTIVE BUREAU**

Effective Date: 8-12-98 (Author: Sgt. G. Jones)

Related Procedural Manuals: Det 1-916

### **3-018.1 SYNOPSIS:**

To create a procedure to document items being held for latent print processing by the Detective Bureau.

### **3-018.2 POLICY/OVERVIEW:**

To create a procedure for uniformly documenting items being booked into evidence to be processed for latent prints by the Detective Bureau.

### **3-018.5 PROCEDURES:**

- I. When an officer books an item of evidence that he wishes to be processed for latent prints, the officer shall complete a "Latent Print Report." (Form PPD-60) A Latent Print Report shall also be submitted for vehicles which are held for prints. The officer shall describe in sufficient detail the item or items to be processed. If available, the officer shall provide the name, date of birth or other identifying information of any possible suspect.

NOTE: Officers should only submit items for latent print processing which are beyond the officers ability to process in the field.

- II. The officer shall place all copies of the completed form in the box marked "Detective Bureau" located in the Records Bureau.
- III. All completed forms will then be forwarded to the Detective Bureau for assignment. The assigned Detective will review the request and determine if the request shall be forwarded to the Evidence/I.D. Detectives. The primary Investigator assigned the case shall ensure that the request is complete, accurate, and necessary for criminal prosecution.
- IV. The primary Investigator must review the request for processing. If approved, he shall date and initial the request and forward it to the Evidence/I.D. Detectives.

**Pomona Police Department Form #PPD-60 , effective/revision date 7-30-98 , is associated with this procedure.**

## PATROL 3-020

### **3-020.0 TITLE: CASE DISPOSITION SHEET ROUTING**

Date: 11/26/93

Related Procedural Manuals: DETECTIVE 1-340

### **3-020.1 SYNOPSIS:**

Described procedure for routing of Case Disposition Sheets from Detective Bureau to Records.

### **3-020.2 POLICY:**

To provide Patrol Supervisors information regarding the filing disposition of arrests, Case Disposition Sheets will be made available to Patrol after being forwarded from the Detective Bureau.

### **3-020.4 DEFINITIONS:**

Case Disposition Sheet is PPD Form 18B.

### **3-020.5 PROCEDURES:**

1. Case Disposition Sheets are completed by assigned Detective Bureau personnel.
2. The assigned employee then forwards the yellow copy of the form to the Front Desk in the bin marked "Case Disposition Sheets."
3. The Swing Shift Desk Officer shall daily make one copy of each Disposition Sheet.
4. The Desk Officer will then forward the copy to the supervisor of the Officer named on the Disposition Sheet. This will be done by placing the copy in the supervisor's personal mail slot.
5. The Desk Officer will then forward the yellow copy of the Disposition Sheet to Records. The copies are to be placed in the wire basket marked "lab receipts and paperwork from Detective Bureau" which is on top of the 3 x 5 card file.

**PATROL 3-025**

**3-025.0 TITLE: CONFIDENTIALITY OF VICTIMS' PERSONAL INFORMATION REGARDING VICTIMS OF SEX CRIMES/DOMESTIC VIOLENCE**

Effective Date: 9-13-18 (Author: Jaime Martinez, Sergeant)

Revised Date: 8-5-02 (Author: J. Ramsey, Police Records Manager)

Prior Revision Dates: 11-14-95, 6-3-99

Related Procedural Manuals: REC 2-050, DET 2-204

**3-025.1 SYNOPSIS:**

Procedure for maintaining the confidentiality of a sex crime/domestic violence victim's personal information. This policy shall apply to all crimes as defined by Sections 220, 261, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, 646.9 of the Penal Code.

**3-025.2 DEFINITIONS:**

Sex Crime Victim – As per California Penal Code Section 293(a); any person who is the victim of any one or combination of the following Penal Code Sections:

261; 261.5, 262; 264; 264.1; 286; 288; 288(a); 289

Guardian – Any person 18 years or older who has been granted legal custody of a juvenile. This guardianship can either be granted by the courts, child protective services case worker, or the parent of the juvenile.

Domestic Violence Victim: Subject of an intentional or recklessly caused or attempted to cause bodily injury or reasonable apprehension of imminent serious bodily injury, abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or has had a dating or engagement relationship.

**3-025.3 STATUTORY REFERENCES:**

273.5 PC – Spousal Abuse

293(a) – Victims of Sex Crimes

6254f(2) GC – Public Records Act

**3-025.5 PROCEDURE:**

I. Officer's Responsibility:

- A. Any officer who is taking a sexual assault or domestic violence report from an adult victim shall have the victim read, sign, and date a confidential form (PPD 354). The officer must ensure that the victim decides whether or not they want their name and other personal information to appear on the face sheet of the report. Whatever the decision, the victim must check the appropriate box that is located below their signature line.

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- B. If the victim is a juvenile, the parent or legal guardian must read, sign and check the appropriate box.
- C. If there is more than one victim, a confidentiality form must be completed for each victim.
- D. If the victim's name is not to appear on the report, the handling officer shall:
  - 1. Input all victim information in the involved party module of PSSI and ensure the CONFIDENTIAL box located in the custom tab is marked "Y," however; throughout the narrative of the report, only refer to the victim as V-1. If there are multiple victims, the officer shall refer to them as V-1, V-2, V-3, and so on.
  - 2. Turn in the confidential form(s) to the log steno and indicate in workflow notes Confidential Form Submitted.
- E. If the victim wants their name to appear within the report, the officer shall follow normal procedure. The confidential form shall be turned in to the log desk and indicate in workflow notes "Confidential Form Submitted."
- F. The officer must state in the body of his/her report that the victim has been informed of the right to privacy, and their response.
- G. If the sexual assault investigation involves another law enforcement agency, the officer must advise the other agency of the victim's decision that personal information be kept confidential.

### II. Records Responsibility

- A. Once Records receives a sexual assault or domestic violence report in which the victim has requested personal information to remain confidential, they shall:
  - 1. Make one copy of the confidential form.
    - a. Send the original to the Custodian of Records.
    - b. Send one copy to the Detective Bureau.

NOTE: THIS FORM IS NOT TO BE SCANNED INTO PERMANENT RECORD.

- B. If the victim does not request that their information be kept confidential, then Records shall:
  - 1. Scan one copy of the confidential form and include it as an attachment to the PSSI report.
  - 2. Send the original to the Custodian of Records.



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- C. Index the victims from the confidential form. Index as Code: W.
- D. When running a master name search, if the name appears as a type "W," the information is to be kept confidential and is indexed solely for the purpose of an internal reference in locating the report number.
- E. The confidential information regarding victims who exercise their rights under 293 PC or 6254(f)(2) GC, may only be released to the District Attorney's Office or the Victim/Witness Assistance Program.

### III. Custodian of Records' Responsibility

- A. The Custodian of Records shall maintain a file of all the original confidential request forms.
- B. The Custodian of Records shall handle all requests for the information contained within this file.

### IV. Investigator's Responsibility

- A. The Investigator handling the incident shall not release or duplicate this form unless it is for the handling Deputy District Attorney.

**Pomona Police Department Form #PPD 354, effective/revision date 11/95, is associated with this procedure.**

## PATROL 3-120

### **3-120.0 TITLE: DEPT. OF CHILDREN AND FAMILY SERVICES/DEPT. OF SOCIAL SERVICES CROSS-REPORT INVESTIGATION**

Effective Date: 09-13-18 (Author: Jaime Martinez, Sergeant)

Revised Date: 12-1-12 (Author: Joann Crabb, Sergeant)

Prior Revised Dates: 1-25-91, 8-31-98, 6-22-99, 11-1-00, 09-24-02

Related Procedural Manuals: DET 1-515, DISP 2-125, REC 4-042

### **3-120.1 SYNOPSIS:**

To establish a policy for the investigation of Department of Children and Family Services (DCFS) and Adult Protective Services (APS) reports.

### **3-120.2 POLICY/OVERVIEW:**

Due to the need for investigation of reports of child abuse, sexual assaults, child neglect, and elder abuse reported by the Child Abuse Hotline and Department of Children and Family Services and Adult Protective Services, a procedure is necessary to ensure an expeditious investigation of all cross reports. The Pomona Police Department is responsible for conducting preliminary and follow-up investigations on all suspected child abuse reports and all elder abuse reports within its jurisdiction received from DCFS and/or the Department of Social Services.

### **3-120.3 STATUTORY REFERENCES:**

11166 (a) P.C.

1116.3 (a) P.C.

15630 W.I.C.

### **3-120.4 DEFINITIONS:**

SCAR: Suspected Child Abuse Report

DCFS: Department of Children and Family Services

DSS: Department of Social Services

APS: Adult Protective Services

SCAR/APS Reports: SCAR/APS Reports are written reports of suspected child abuse or elder abuse from any protective agency or mandated reporter, to another child protective agency or mandated reporter.

### **3-120.5 PROCEDURES:**

#### **I. Records Bureau Responsibilities**

- A. All SCAR/APS reports of suspected child abuse will be faxed from Child Abuse Hotline personnel to the Pomona Police Department Records Bureau fax line at (909) 620-2146. If an emergency exists, a phone call shall be made by the Hotline personnel directly to Pomona Police Department Dispatch at (909) 622-1241 and

## PATROL 3-120

a call for service will be placed. Cross reports received by mail shall be handled in the same manner.

- B. Records Bureau personnel will check local addresses listed on the SCAR/APS Report to determine if the Pomona Police Department has already handled the specific SCAR/APS report. If similar incidents are located, list the DR# on the SCAR (Suspected Child Abuse Report). If there are no previous incidents, Records shall indicate "No DR# located" on the SCAR/APS Report.
- C. Records Bureau personnel will immediately forward the information to the attention of the on-duty Watch Commander (refer to Watch Commander responsibilities). The Watch Commander will determine the routing of the Cross Report and Records personnel shall proceed accordingly.
- D. If the incident was already investigated, the SCAR or APS form shall be attached to the police report on file. The completed package will be filed as required.
- E. If the Watch Commander determines that a police investigation is required, Records Bureau personnel shall scan the SCAR/APS into the SCAR/APS electronic network folder. The address of the location in Pomona shall be used as the file name, which will assist with officer retrieval from the unit MDC. The original SCAR/APS will then immediately be taken to dispatch.
- F. When the original SCAR/APS paperwork is returned to the Records Bureau from Dispatch, Records Bureau personnel shall match the paperwork with the original PPD Cross Report Disposition Form. All necessary indexing and processing shall be done at this point and paperwork routed to be scanned.
- G. Data entry personnel shall include the tracker codes "EA" for Elder Abuse or "CA" for Child Abuse when completing data entry of the PPD Cross Report Disposition Form.
- H. Records Bureau personnel shall route one copy to the Detective Bureau of any DCFS report which results in a Pomona Police Department crime report being generated. Those SCAR/APS reports which do not result in a crime report are not to be routed to the Detective Bureau. They will be maintained by the Records Bureau to be destroyed according to the PPD destruction ordinance.

### II. Watch Commander's Responsibilities

- A. Once forwarded by Records Bureau personnel, the Watch Commander will review the Cross Report information and first determine, based upon the contents, if it, in fact, occurred in the City of Pomona. If no crime is alleged or the response is outside the City limits, the Watch Commander shall determine if a police response is warranted.
- B. If the facts indicate the incident did not occur in our city, the Watch Commander shall write on the face of the Cross Report (not obscuring any other writing) "Not

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City of Pomona Jurisdiction,” sign his/her name, and write the date below the comment. The Watch Commander shall return the report to the Records Bureau Supervisor, who will then fax it back to where it originated.

- C. If the facts indicate the alleged incident **did** occur in our city, the Watch Commander shall indicate an officer is to respond, along with either a signature or initials. The SCAR/APS will then be routed back to the Records Bureau Supervisor, who will assure it is routed to Dispatch.

### III. Dispatch Responsibilities

When a SCAR or APS report is received from the Records Bureau, the dispatcher receiving the information shall:

- A. Enter the information as a call-for-service, including appropriate Social Service report number, if any.
- B. Dispatch the call in order of priority.
- C. If the responding units are unable to contact the victim or informant, the call will remain pending until the call has been cleared. This shall continue until the victim is contacted, or it can be reasonably determined that the victim will not be located. At this point, a PPD Cross Report is to be completed indicating parties involved are unable to be located.
- D. When the call is cleared, a printout of the call-for-service shall be attached to the Cross Report and routed to the Records Bureau Supervisors’ office. Every SCAR/APS must be cleared with a PPD Cross Report Disposition form, even if it has been determined a crime has occurred and a first report is being completed.

When the call is cleared, a printout of the call-for-service shall be attached to the Cross Report and routed to the Records Bureau Supervisors’ office. Every SCAR/APS must be documented on PSSI by creating an incident and listing the involved parties. If it has been determined a crime has occurred and a first report is being completed on PSSI, the officer shall document the cross report number in the narrative of the first report and this will satisfy as the Cross Report Disposition form.

### IV. Officer’s Responsibilities

- A. If the officer’s investigation determines that no crime occurred, he/she shall include a brief summation in the “remarks” disposition section of the call, and complete a PPD Cross Report Form, listing his/her findings and final disposition. The officer shall attach the PPD Cross Report form to the Hotline form, complete the report log, and put the completed report in the report approval basket.

If the officer’s investigation determines that no crime occurred, he/she shall include a brief summation in the “remarks” disposition section of the call, and generate an

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incident on PSSI, listing his/her findings and final disposition. Prior to submitting the report for approval,, the officer shall add “Cross Report” in the workflow notes section.

- B. If the officer’s investigation determines that a crime did occur, he/she shall conduct an investigation on a First Report (PPD 16). The officer shall include the appropriate “Trackable Offense” of “CA” (Child Abuse) or “EA” (Elder Abuse). The officer shall attach the Hotline form to the First Report, complete the Records report log, and put the completed report in the report approval basket. In addition, a PPD Cross Report Disposition form will be completed.
- C. If the officer’s investigation determines that a crime did occur, he/she shall conduct an investigation on a First Report (PSSI). The officer shall include the appropriate “Trackable Offense” of “CA” (Child Abuse) or “EA” (Elder Abuse). The officer shall fill in the “SCAR/APS#” and the “Founded” boxes located in the offense module (PSSI). The officer shall then submit the report for approval.
- D. NOTE: If an officer is dispatched to a Child Abuse or Elder Abuse investigation that is not prompted by a Hotline form, and he/she determines that a crime did or did not occur, he/she shall indicate same in the “remarks” disposition section of the call and complete a First Report listing the final disposition. The officer shall complete the officer’s report log and put the completed report in the report approval basket. In addition, a PPD Cross Report Disposition form will be completed.

If the officer is dispatched to a Child Abuse or Elder Abuse investigation that is not prompted by a Hotline form, and he/she determines that a crime did or did not occur, he/she shall indicate same in the “remarks” disposition section of the call and complete a First Report (PSSI) listing the final disposition. The officer shall fill in the “SCAR/APS#” and the “Founded” boxes located in the offense module (PSSI). The officer shall then submit the report for approval.

### V. Detective Bureau Responsibilities

When a SCAR or APS report is received from the Records Bureau, the dispatcher receiving the information shall:

- A. Once copies of the police report and/or PPD Cross Report Disposition Report has been received in the Detective Bureau Sergeant shall review and assign to the appropriate Detective.
- B. Once assigned to a Detective, the case should be brought forward to the District Attorney’s Office for possible filing purposes or, if unfounded, the incident shall be given the proper disposition and update case management with the final disposition. From the time the Detectives receive the case, they will, within 36 hours, contact the Department of Children and Family Services and notify them of the investigation.

## PATROL 3-130

### 3-130.0 TITLE: 5150 W.I.C. / 72 HOUR EVALUATIONS

Effective Date: 8-16-09 (Author: Cpl. William Tucker)

Statutory references: 5150 -5157 Welfare and Institutions Code

### 3-130.1 PURPOSE AND SCOPE

The Pomona Police Department frequently responds to calls for service which involve persons who have mental disorders. As a result of these types of calls for service, it is necessary to provide some guidance in the proper handling of these persons to protect their rights and safety.

This procedure describes some of the actions which are to be taken when dealing with subjects who pose a threat to themselves and /or others.

### 3-130.2 PROCEDURES:

- I. When an officer determines a subject is a danger to themselves, others, or is gravely disabled, the officer will provide assistance to the identified victim as follows.
  - A. If a subject meets the criteria for 5150 W.I.C. and they have no need for medical attention, (injuries, substance ingestion, etc.), the officer shall find an appropriate care facility for treatment of the subject. The officer shall document the reason for the detention, the facts for believing the subject poses a threat to himself or others, and or why the officer believes the subject is gravely disabled. The report is to be titled **5150 W.I.C. / 72 hour evaluation** in accordance with Lexipol Policy, 418.
  - B. Officers contacting a person who falls under the authority of 5150 W.I.C. and has made some attempt to harm themselves, which requires treatment by a professional medical facility, (Hospital). The officer shall document the incident in a police report titled INJURED PERSON / (TYPE OF INJURY).

Officers shall insure the following has occurred and is documented in the police report.

- 1) If the subject requires medical treatment, transport them, or follow the ambulance to the hospital.
- 2) Advise the attending physician of the circumstances that substantiate the person is a danger to oneself, danger to others, or gravely disabled, (get the doctors name and include in the report).
- 3) Advise Security of the circumstances, and the subject's condition. This is for the patient's safety as well as the ER Staff, (Get the security person's name and include in the report).
- 4) Do not complete a 5150 WIC hold, the hospital will contact LA Access and have one completed by the PET Team.

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### **C. MENTALLY ILL PERSON CHARGED WITH A CRIME**

When practical, any person charged with a crime who also appears to be mentally ill, shall be booked at the Pomona Police Department before being transported to the authorized facility. If the person has injuries or some other medical condition, he/she may be taken directly to the hospital with the approval of a supervisor, Lexipol policy 418.4



## PATROL 3-220

### 3-220.0 TITLE: SECOND RESPONSE/DISTURBANCE VIOLATION NOTICE

Effective Date: 6/1/92

Prior Revision Date: 4/2/97 (Author: Sgt. Andrews)

Revision Date: 01-14-02 (Captain Harding)

Related Procedures: Records 6-400, Dispatch 2-115

Xref: Patrol 3-221 – Use of Sound Level Meters

### 3-220.1 SYNOPSIS:

Procedure For The Issuance of Second Response/Disturbance Violation Notice

### 3-220.2 POLICY OVERVIEW:

Pomona City Code Sections 14-171 through 14-177 establish a Second Response Ordinance which enables the City of Pomona to obtain financial reimbursement for costs associated with responding to a disturbance at the scene of a party or gathering from the person(s) responsible for the event. The Ordinance is intended to deal with the extreme cases where the disturbance is a nuisance that becomes "a threat to the public peace, health, safety, or general welfare." If the responding Officer believes that the disturbance meets the above conditions, the following procedure shall be used by Pomona Police Department personnel when enforcing the Second Response Ordinance.

If, upon the first response the responding Officer feels that the party or gathering is a violation of Section 415.2 PC, appropriate action shall be taken.

### 3-220.3 DEFINITIONS:

1. "Gathering" - A party, or event on private property where a group of five (5) or more persons have assembled or are assembled for a social occasion or for a social activity.
2. "Person Responsible" - The person responsible for a gathering shall be deemed to be, in order of priority:
  - a. The tenant(s) of the premises where the gathering takes place, if the premises are a tenant-occupied private property;
  - b. The owner(s) of the premises where the gathering takes place, if the premises are a tenant or owner-occupied private property;
  - c. Person(s) who organized the gathering;
  - d. If the person responsible for the gathering is a minor, then the parents or guardians of that minor will be jointly and severally liable for the police services fee.
3. "Person or Persons" - Natural person(s), partnership(s), or corporations(s).

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4. "Private Property" - Improved or unimproved real property not publicly-owned that is the locus of the gathering.
5. "Administrative Costs" - The cost of police personnel, facilities and/or equipment reasonably attributed to official police activities in response to said gathering and including storage costs for any impounded evidence.
6. "Unlawful Conduct" - Any violation of municipal or State laws, including infractions, misdemeanors or felonies.
7. "Police Response" - Any police actions reasonably necessary to prevent injury or harm to the persons at said gathering, the premises, neighboring premises, other person(s), and/or public property, and/or law enforcement activities or operations reasonably necessary.

### 3-220.5 PROCEDURES:

- I. First Response - Written Notice To Potential Violators (PPD-336) (color-coded yellow)
  - A. Upon responding for the first time to a disturbance at a party or gathering, the Officer shall evaluate the disturbance. If the disturbance is one that is or may become a threat to the public peace, health, safety, or general welfare, the Officer shall advise the responsible person or person in charge of the premises of the financial responsibility they will have for any subsequent responses. A field supervisor will be notified of the circumstances and shall respond at his discretion, or may have an officer take a sound level reading to determine if the noise level of the party or gathering is in violation of Pomona City code 14.9-5, exterior noise standards.
  - B. After obtaining the incident number from Dispatch, written notice shall be given to the responsible person or person in charge of the premises by completing and issuing a Pomona Police Department Disturbance Notice (PPD 336). This Notice explains that if subsequent responses to the same party are required to alleviate the disturbance, a fee, which will be equal to the amount expended to respond and remove the disturbance will be charged. (From \$75. to \$500.)
  - C. If the responsible person or person in charge refuses to sign the Disturbance Notice Form, write "refused" in the space provided for the violator's signature. If a noise level reading was taken, it shall be noted on the bottom of the first response notice.

The Officer shall retain the original Disturbance Notice form and provide the responsible person or person/s in charge with the hard copy of the 2-part notice.

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It should be made clear to the person receiving the First Response Notice that the intention of the First Response Notice is to end the disturbance, not the party or gathering. It should be made clear to the responsible person or person in charge that it is their decision to end the party or gathering upon issuance of a First Response Notice.

This Notice is civil only - No arrest or other criminal action will result merely from refusal to sign the Notice.

- D. First Notices that are issued with no subsequent police response shall be retained in the Watch Commander's Office for thirty (30) days, after which they will be forwarded to Records for storage as required by that Division.

### II. Written Notice of Violation (PPD-337) (color-coded red)

- A. Upon receiving a subsequent complaint, which requires a police response to the same party in a 12-hour period, the field supervisor or his designate shall contact the person who was issued the First Disturbance Notice, if possible.
- B. The responsible person or the person in charge may be issued a Notice of Violation (PPD 337) at this time. If the responsible person refuses to sign, write "refused" in the space provided for the violator's signature by the handling Officer.
- C. The assigned Officer shall retain the original violation form and issue a copy to the violator.
- D. The original incident number shall be used for all subsequent responses and shall appear on all notices and violations.
- E. The field supervisor in charge will record the number of Officers involved, the Officers' names and City identification numbers, and the amount of time to the nearest tenth of an hour on the Pomona Police Service Reimbursement Form (PPD ). Any injuries to those Officers or damage to City property shall be documented in the report to allow for proper billing. Time charged will commence from the time each Officer involved is dispatched to the call. This form is to be completed by the field supervisor.
- F. The original of the First and Second Response Notices and the Pomona Police Department Reimbursement Form shall be attached to any reports that may be generated related to the incident as part of the official record of the event.
- G. A computer printout of the incident history only, (no CFS information will be included), will be attached to the original Notices. A noise level reading shall be

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taken and a print-out of the noise level reading shall be attached to the original notice. Violators will not be given these printouts.

- H. A Police Report will be completed for the appropriate criminal violation (Noise Ordinance, Disturbing The Peace, etc.).

### III. Dispersing The Gathering At The Second Call:

- A. If the event warrants a second call, it may also be considered an unlawful assembly. Any additional enforcement of disturbance and unlawful assembly laws will be up to the discretion of the field supervisor involved. A field supervisor shall be dispatched to any second response and shall make the decision for any dispersal.
- B. If additional responses are required during the same 12-hour period as a result of a recurrence or continuation of the initial disturbance, a supervisor shall be dispatched and another "Second Notice" (i.e., fee notice) will be issued. A second noise level reading shall be taken at the location and if the gathering is still in violation, appropriate enforcement should be taken (i.e.; issuing of citations to the responsible parties, declaring the gathering an unlawful assembly.). A print-out of the second noise level reading shall be attached to the "Second Notice" (fee notice). A copy of this print-out will not be given to the violator(s).
- C. The Officer clearing the call will advise Dispatch to note in the "Remarks" category that the (First or Second) Notice was issued and to whom.

### IV. Billing

- A. The original First and Second Notices, including the Police Service Reimbursement Form and incident history printout, as well as one (1) copy of any related reports, will be reviewed by the on-duty Watch Commander, then forwarded to Patrol Services Captain.
- B. The entire package, containing one (1) copy of the supporting documents, shall be forwarded to the Administrative Staff Services Commander. A designee of that Division shall prepare and mail a letter to the responsible party demanding payment.
- C. If after thirty (30) calendar days no payment has been received, a copy of this letter and supporting documents will be forwarded to the City Attorney for further action.

## PATROL 3-221

### 3-221.0 TITLE: USE OF THE SOUND LEVEL METERS

Effective Date: 4/2/97 (Author: Sgt. T. Andrew)

Xref: Pat. 3-220 (Second Response/Disturbance Violation Notice)

### 3-221.1 SYNOPSIS:

To establish a procedure for the use of Sound Level Meters.

### 3-221.2 POLICY/OVERVIEW:

The enforcement of the Pomona City code relating to Noise and Vibration violations requires certain required procedures for the successful prosecution of the offending party. One of the required procedures for taking enforcement action in the Pomona City Code is the accurate measuring of the Sound Pressure Level with a Sound Level Meter.

### 3-221.3 STATUTORY REFERENCE:

Section 14-9 of the Pomona City Code.

### 3-221.5 PROCEDURES:

#### I. Training

- A. Only officers trained in the use of the Sound Level Meter may use the device.
- B. Officers will be trained in the use of the Sound Level Meter by designated instructors from this Department.
- C. Officers shall use the Quest Model 2900 Sound Level Meter. Only those officers trained in the use of the Sound Level Meter shall use it for enforcement purposes.
- D. A record of training is to be kept on file by the Pomona Police Training Division and is done to ensure the proper use and care Sound Level Meter.

#### II. Calibration Of The Sound Level Meter

- A. Prior to the use of the Sound Level Meter, it shall be calibrated in the manner prescribed by Quest Industries and described in the manual.
- B. This is to insure the accuracy of the Sound Level Meter for enforcement purposes.

#### III. Measurement Guidelines

- A. Follow the guidelines and instructions for the operation of the sound Level Meter as set forth by Quest Industries for the taking of a Sound Level Measurement.

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- B. In the case of a loud party, the measurement shall be taken from no closer to the offending party than the property line of the location in question in single family residential areas. In the case of apartment complexes, condominiums, mobile home parks, and any other multi-family residential setting, the Sound Level Measurement shall be taken from the nearest common ground on the complex.
  
- C. If the measurement reading is in excess of the allowable decibel reading for the location and time of day, per Section 14-9 of the Pomona City Code, appropriate enforcement action shall be taken as described in Patrol Procedure 3-220, Second Response/Disturbance Violation Notice.

## **PATROL 4-001**

### **4-001.0 TITLE: 148(a)(1) PC and 69 PC and Use of Force Arrest Procedures.**

Effective Date: 04-13-17 (Author Capt. M. Ellis)

Revised Date: 07-16-19 (Author Capt. M. Ellis)

### **4-001.1 SYNOPSIS:**

Defines procedures for handling arrests related to 148(a)(1) PC, 69 PC and use of force incidents.

### **4-001.2 POLICY/OVERVIEW:**

Officers are entrusted to enforce the law and are given the authority to use discretion when it comes to criminal investigations. Arrests related to 148(a)(1) PC, 69 PC and incidents where force is used are often the subject of civil litigation. In an effort to fully document these incidents, the following procedures shall be followed.

### **4-001.3 PROCEDURES**

#### **A. Officer Responsibilities**

1. Officers making an arrest for 148(a)(1) PC, 69 PC or any incident when force is used, shall notify a supervisor as soon as possible.
2. All photos taken by officers shall be downloaded into DIMS. Officers should take overall front and rear photos of the suspects to show areas containing injuries as well as areas that do not contain injuries.
3. All interviews with the suspect(s), witnesses, victims, and RPs should be audio recorded by the investigating officer/supervisor and stored as evidence. If possible, use of the body worn camera system is encouraged.
4. Once the arrest has been approved, the suspect will be transported. Consideration should be given to having a different officer transport the suspect.
5. If there are injuries, medical treatment shall be obtained as soon as is reasonably practical.
6. The officer shall notify jail staff of the arrest type, any injuries, and request a "148/69 PC Authorization for Booking" PPD148 form.
7. The officer will present the completed PPD148 form to the Watch Commander seeking approval. The form will be given to jail personnel once completed and included with the booking paperwork.
8. If the booking is not approved by the Watch Commander, the suspect shall be released per 849 PC forthwith.
9. The Officer's report, and any supplemental reports, should be held for review by the responding/handling supervisor.

#### **B. Supervisor Responsibilities**

1. Supervisors called to the scene of a 148(a)(1)/69 PC arrest or use of force incident, will evaluate the circumstances and ensure the elements of the crime are present.

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2. All photos taken by officers/supervisors shall be downloaded into DIMS. A sampling of the downloaded photos shall be attached to the Blue Team incident if applicable.
3. Supervisors should ensure all interviews with the suspect(s), witnesses, victims, and RPs are audio recorded or body worn camera recorded and stored as evidence.
4. A single supervisor should review and approve all related reports.
5. Supervisors will author an email notification to both Detective Bureau Sergeants notifying them of the case.
6. Supervisors should review all body worn camera video prior to approving the arrest reports and Blue Team.

### **C. Detective Bureau Responsibilities**

1. The Investigative Services Captain shall designate two Detectives for the filing of 148(a)(1)/69 PC cases and use of force incidents.
2. Once assigned, the handling Detective shall be responsible for:
  - i. Reviewing the case and presenting it to the DA for filing.
  - ii. Acting as the Investigating Officer, coordinating with the DA's Office and PPD personnel.
  - iii. Providing ongoing training to sworn personnel on the elements of 148(a)(1)PC, 69 PC and use of force incidents, along with any related case law or administrative updates.



## PATROL 4-002

### 4-002.0 TITLE: CHILD ABUSE INVESTIGATION

Effective Date 10-1-85

Revised Date: 12-22-09 (Sergeant Iain Miller)

Prior Revised Date: 8-23-00; 12-14-00

Related Procedural Manual: Detective 2-203, Records 2-005

### 4-002.1 SYNOPSIS:

To establish procedure for investigating child abuse and related incidents.

### 4-002.2 POLICY:

The primary concern of this Department is the protection and welfare of the child. Prior to January 1, 1985, law enforcement had the sole responsibility for placing all children into protective custody who came under the provisions of 300(a), (b), (c), or (d) W.I.C. However, Senate Bill - 2123 which became effective January 1, 1985, added language to Sec. 306 W.I.C. to allow county social workers to take into custody those children described in Section 300 A/B who are in need of detention.

Effective October 1, 1985, Department of Children Services (DCS) will assume responsibility for taking into protective custody those children described below.

### 4-002.3 STATUTORY REFERENCES:

306 W.I.C. - Temporary Detention of Children

300(a) W.I.C. - Lack of Supervision

300(b) W.I.C. - Destitute

300(c) W.I.C. - Physically or Mentally Dangerous to Public

300(d) W.I.C. - Unfit Home

273(a)(1) P.C. - Felony/Great Bodily Injury

273(a)(2) P.C. - Misdemeanor/Minor Injury

### 4-002.4 DEFINITIONS:

LE - Law Enforcement

DCS - Department of Children Services

CSW - Children Service Worker

Destitute - Lacking Necessities of Life

Unfit Home - By Reason of Neglect or Abuse

Supervision - Parental Control/Care

Fourth Amendment - U.S. Constitution - Prohibition Against Unreasonable Searches and Seizures

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### 4-002.5 PROCEDURES:

- I. DCS Is Responsible For Assessing, Processing and Handling Children for Possible W.I.C. 300(a),(b) Status
  - A. Hospital Holds - e.g., infants born addicted to drugs.
  - B. Hospital Overstays.
  - C. Abandoned Children - At home, with neighbors, at school or day care centers, with baby sitters, on the streets or in most other situations where the parent is absent without having made adequate child care plans.
  - D. Lack of supervision by reason of the arrest or hospitalization of parent or guardian.
  - E. Children with special and unique problems beyond the parent's ability to handle - (Exceptions to this are developmentally delayed children who are the responsibility of Regional Center).
  - F. Parents refusing to continue caring for minor.
  - G. Children living in a car or whose home is otherwise unfit.
  - H. Parents who suffer from psychiatric, or substance abuse problems rendering them incapable of proper care. This category may require frequent LE help to effect the detention. See Section III, below.
  - I. Infants born to mothers in jail or psychiatric hospitals.

NOTE: If the preliminary investigation determines that the situation falls under W.I.C. 300(a) /300(b), e.g., any of the above in Section I. The handling officer is to phone DCS and advise circumstances - weekdays 0800-1600 hours at 714-865-5471, and on weekends and nights at 213/974-1234, and prepare a short incident report titles - "Assist DCS." (Be sure to include in the report the date and time and the name of CSW notified.)

- II. LE is Responsible for Accessing, Processing and Handling Children for Possible W.I.C. 300 (d) Status - To Include:
  - A. Physically abused children.
  - B. Sexually abused children.
  - C. Severely neglected or endangered children.

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- D. Situations in which LE intends to file criminal child endangering charges against parents.

NOTE: If the preliminary investigation determines that the situation falls under W.I.C. 300(d), e.g., any of the above in Section II, the handling officer will proceed with the investigation following established procedures as noted below in Section III.

### III. Patrol Officer's Responsibility

- A. The officer making the preliminary investigation of a "Suspected Child Abuse Incident" shall:

1. Interview the reporting or requesting party (DCS); ascertain and analyze all allegations and information to determine if the child/children are in IMMEDIATE DANGER INDICATING EXIGENT CIRCUMSTANCES may exist to justify a warrantless entry

If circumstances determine exigent circumstances may exist based on the investigating officer's REASONABLE and SPECIFICALLY ARTICULATED BELIEF that the child/children is in present danger of harm and that a delay in the investigation to obtain a warrant will jeopardize the child's safety or will allow the suspect to destroy evidence of the abuse, the officer shall first attempt to gain voluntary consent to enter prior to forcing entry.

NOTE: The law is well established that warrantless entries into private residences DO NOT VIOLATE THE FOURTH AMENDMENT WHEN THEY ARE DONE PURSUANT TO AN EXIGENT CIRCUMSTANCE.

In all reported suspected child abuse incidents, officers shall, investigate the incident as in any other report of criminal activity, whether a DCS Worker is present or not.

In cases where a DCS Worker determines DCS must be involved, however, there is no criminal investigation necessary, officers should be mindful that their presence is necessary to maintain the peace in the event that the DCS Worker encounters physical resistance.

2. Transport the victim of physical abuse to Pomona Valley Hospital Medical Center.
3. Phone DCS and advise circumstances weekdays 0800-1700 hours at 213-351-5602, and weekends and nights at 800-540-4000.

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4. Interview the attending physician if available. Obtain the physician's name, title, medical diagnosis, and professional opinion as to the reason and/or necessity for protective custody.

NOTE: The physician's statement that the release of the child would be detrimental to its health or welfare is sufficient to place the child into protective custody.

5. Obtain all available information regarding the child's parent, or guardian, and circumstance of the situation.
6. Obtain statement from witnesses.
7. Collect and book any evidence in connection with abuse.
8. Obtain color photographs of injuries.
9. Ascertain if there are siblings, their whereabouts and whether they are also in need of protective custody.
10. Initiate record check on suspected abuser/s for prior incidents and, if warranted, arrest suspect.

NOTE: In some abuse and neglect situations it may be necessary, in order to protect the child, to take immediate action during the investigation procedures and remove the abused child from the home.

Statutory authority for removing the abused child from the home and placing the child in Protective Custody is found in Section 305(a) W.I.C. The child may be removed under the following conditions:

- (a) The child is in need of immediate medical care.
- (b) There is a history of prior abuse.
- (c) The environment of the home poses immediate danger/threat to the child.
- (d) The evidence suggests that the parent is systematically resorting to physical force which is far beyond reasonable discipline.

NOTE: The above is only a general guideline and the officer must also consider his personal liability i.e., the officer may be criminally or

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civilly liable if he leaves the child in a dangerous situation, or with a caretaker who is incapable of responsibility in caring for the child.

Anytime a child is removed from the home for "Protective Custody," it is the investigative officer's responsibility to arrange transportation of the child with DCS.

11. Complete "Juvenile Investigation Report" form - PPD21b on Juvenile in Protective Custody.
  12. Write "Protective Custody" in upper right hand corner of First Report.
- B. If a juvenile is detained for a provision of WIC 300 or 601, the Department of Children and Family Services should be notified. DCFS will have the responsibility of finding placement for the juvenile. This procedure should also be followed if both parents, or the parent with sole custody of the juvenile is arrested. An officer may transfer custody of the juvenile to another family member with the consent of the parent(s) and DCFS.
- IV. Notification of Placement of Minors in Protective Custody
- A. Welfare and Institutions Code Section 308(a) requires that a peace officer who takes a minor into protective custody must take immediate steps to notify the minor's parent, guardian, or responsible relative that the minor is in custody and the phone number of the facility. The facility address shall remain confidential until the Disposition Hearing, at which time the judge may authorize, upon a finding of good cause, the disclosure of the facility address.
  - B. The officer taking a minor in custody from the child's residence shall leave written notice, whether or not the parents or caretakers are present, advising who to contact for information regarding the children's whereabouts and the phone number to obtain information. See III A (3).

When a law enforcement officer takes a minor into protective custody and has a reasonable belief that disclosure of the minor's whereabouts would endanger the minor or otherwise disturb the custody of the minor, the following procedure shall be adhered to:

1. Inform the DCS that you intend to seek a non-disclosure order.
2. Make note of specific circumstances or facts that lead to the belief that disclosure of the minor's exact whereabouts would endanger the minor or disturb the custody of the minor.
3. Factors that should be considered in this determination include, but are not limited to:

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- a. Severity of injuries to the minor,
  - b. Evidence of mental instability on the part of the parent, guardian, or responsible relative,
  - c. Evidence that indicates the parent, guardian, or responsible relative may try to retrieve the minor and either dissuade him or her from providing information to officials, or flee.
4. Contact the Juvenile Court Commissioner by telephone. Be prepared to describe the nature of the situation and the circumstances or facts that justify the issuance of a non-disclosure order.
    - a. The on-call Commissioner's phone number may be obtained through the Los Angeles County District Attorney's 24-hour hotline, 213-974-3607.
  5. If the Juvenile Court Commissioner authorizes the non-disclosure order, obtain the Commissioner's name and the time the order was issued. This information, along with the facts that warranted the non-disclosure shall be included in the first report. Parental notification shall then exclude the minor's whereabouts.
  6. If the Juvenile Court Commissioner declines to issue a non-disclosure order, obtain the Commissioner's name, which shall be included in the first report along with the facts that were believed to justify the non-disclosure. In this case the notification to the parent shall include the minor's whereabouts.
  7. In rare situations, non-disclosure of the minor's whereabouts may appear to be justified, but it is impossible or impracticable to contact the Juvenile Court Commissioner. In this case, personnel shall refuse to disclose the minor's whereabouts to the parent, guardian, or responsible relative. The facts that justified non-disclosure shall be articulated in the first report, along with the reason(s) that the Juvenile Court Commissioner could not be contacted.

NOTE: In any case in which a minor is taken into protective custody, the parent, guardian, or responsible relative shall be notified that the minor is in protective custody. Non-disclosure orders only apply to furnishing the minor's exact whereabouts to the concerned party.

It is the responsibility of the officer who takes the minor into protective custody to seek the non-disclosure order if the situation warrants.

### V. Assisting DCS

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- A. CSW's do not have police powers and are not to place themselves into endangering situations in carrying out their job assignment. Should the CSW determine that intervening in a 300(a) / (b) situation will expose him/her to danger he/she shall contact LE for assistance. In most situations this will be a "keeping the peace" request.
- B. The CSW/SCSW after assessment shall have final authority in determining whether a dangerous situation exists.

### VI. Other Situations Involving LE

- A. DCS has no legal authority to enter a residence without permission from an adult resident.

Example: Infant alone at home. After establishing validity of referral, LE will be called to gain admission.

- B. DCS has no authority to physically restrain any adult in carrying out his/her job assignment.

Example: If child is in need of protective placement and child's caretaker refuses to release the child, LE will be called to support CSW in taking the child into temporary custody.

### VII. Problem Resolution

- A. Final authority for determining if a case is 300(a) / (b) or (d) rests with LE. It is understood that the goal of both DCS and LE is to protect children. A child shall not be left in an endangering situation while the other agency is responding.
- B. Final authority for determining CSW safety rests with DCS.

## PATROL 4-050

### 4-050.0 TITLE: THREATENED VICTIMS AND WITNESSES

Effective Date: 08/26/96

Revised Date: 06/15/99 (Author: Sgt. Cummings)

Related Procedures: Det. 5-800

### 4-050.1 SYNOPSIS:

Outlines a procedure to handle victims and witnesses who have been threatened or who expect reprisal which may cause bodily harm or death. It is not possible to reduce to writing every circumstance or situation. Therefore, it is important to use common sense and prudence when evaluating a threats situation.

### 4-050.2 POLICY/OVERVIEW:

Police Department Personnel often encounter victims and witnesses who are or may be threatened by suspects or suspects' associates because of their cooperation with the police. The intent of this policy is to define the employee's role when confronted with this type of situation.

### 4-050.5 PROCEDURES:

#### I. Patrol Responsibilities:

- A. Any employee receiving information that a witness or victim has been threatened or victimized as a result of their cooperation with police, will notify his/her supervisor as soon as practical.
- B. The supervisor will insure that an investigation is completed and the appropriate action is taken, i.e., report written, arrest made, etc.
- C. The supervisor will advise the threatened victim/witness of the following (if the victim/witness is a juvenile, the juvenile's parents will be advised). Advisement is to be documented in the Police Report detailing the threat.
  1. The Police Department does not have the resources to guarantee personal protection and safety.
  2. The Police Department cannot predict whether the threats will or will not be carried out.
  3. If the original case for which the victim/witness is cooperating is filed with the District Attorney's Office and the victim/witness has been or will be called to testify against the defendant, they may qualify for the Los Angeles District Attorney's Office Victim/Witness Assistance Program. This assistance would be in the form of financial aid for relocation.



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4. The victim/witness should be encouraged to leave the area, possibly to a relative or friend's residence or a hotel until such time as the threat no longer exists.
5. If the victim/witness requests assistance, the supervisor will ask the on-duty Watch Commander to contact the on-call Detective Bureau Supervisor for instructions.

### II. Detective Responsibilities:

- A. Upon notification that a victim/witness requests assistance and qualifies for the District Attorney's program, the Detective Supervisor will:
  1. If necessary, transport the victim/witness to a location away from the victim/witness' residence.
  2. Obtain necessary funds from the Detective Lieutenant for temporary lodging and/or food. The amount should not exceed the amount reimbursed by the District Attorney's Office.
  3. Initiate the procedures necessary to obtain the funds from the District Attorney's Office.
  4. Complete PPD Form 369 Witness Relocation Agreement (Copy attached).
- B. Upon notification that a victim/witness requests assistance and does not qualify for the District Attorney's relocation program, the Detective will:
  1. Advise the victim/witness (if juvenile advise the parents) of the following:
    - a. The Police Department does not have the resources to guarantee personal protection and safety.
    - b. The Police Department cannot predict whether the threats will or will not be carried out.
    - c. The victim/witness should be encouraged to leave the area, possibly to a relative or friend's residence until such time as the threat no longer exists.

**Pomona Police Department Form # PPD 369, effective/revision date 08/26/96, is associated with this procedure.**

## PATROL 4-301

### 4-301.0 TITLE: PARKING SPACES DESIGNATED FOR HANDICAPPED OR DISABLED PERSONS

Effective Date: 5-7-84

Related Procedural Manual: Jail 6-001

### 4-301.1 SYNOPSIS:

Procedure for citing unauthorized vehicles parked in designated "handicapped" or "disabled person" zones.

### 4-301.3 STATUTORY REFERENCE:

22507.8(a) It is unlawful for any person to park or leave standing any vehicle in a stall or space designated for physically handicapped persons, if, immediately adjacent to and visible from such stall or space, there is posted a sign consisting of a profile view of a wheelchair with occupant in white on a blue background or the space is outlined in blue markings and there is on the ground in the space a similar profile view depicting a wheelchair with occupant, unless the vehicle displays either one of the distinguishing license plates or a placard issued pursuant to Section 22511.5 or to disabled veterans, as specified in Section 9105.

22507.8(b) The provisions of subdivision (a) shall apply to all off street parking facilities owned or operated by the state, and to all off street parking facilities owned or operated by a local authority ( )1. The provisions of subdivision (a) shall also apply to any privately owned and maintained off street parking facility ( )2.

NOTE: Police Officers and Parking Employees are authorized to issue citations for violations of Section 22507.8(a). This Section can be issued on private property, e.g., markets, banks, and shopping centers; as well as City and County off street parking facilities.

### 4-301.5 PROCEDURES

#### I. Legally Parked Vehicles

A. To legally park in a space designated for disabled persons, the vehicle must have one of the following:

1. Disabled Veterans License Plate

2. Disabled Person License Plate

3. Disabled Person Parking Placard. This placard may be purchased from Department of Motor Vehicles. It is blue plastic, approximately 6" x 12", with a white profile view of a wheelchair with an occupant. The

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placard must be in plain view from the outside the vehicle, usually placed on the dash.

B. The below listed Disabled Veterans Person Plates are exempt from any enforcement action:

1. Disabled Veterans Plate # Series

VET 000 - VET 999	000 VET - 999 VET
VTN 000 - VTN 999	000 VTN - 999 VTN
VTR 000 - VTR 999	000 VTR - 999 VTR
1VET 000 - 1VET 999	
1VTA 000 - 1VTZ 999	

2. Disabled Persons Plate # Series

DPW 000 - DPW 999	000 DPW - 999 DPW
DPX 000 - DPX 999	000 DPX - 999 DPX
DPY 000 - DPY 999	000 DPY - 999 DPY
DPZ 000 - DPZ 999	000 DPZ - 999 DPZ
000 RDP - 999 RDP	000 WDP - 999 WDP
000 SDP - 999 SDP	000 XDP - 999 XDP
000 TDP - 999 TDP	000 YDP - 999 YDP
000 UDP - 999 UDP	000 ZDP - 999 ZPD
000 VDP - 999 VDP	

1DPA 000 - 1DPZ 999

Disabled Person Parking Placard

00001 - 100,000

3. Any plate beginning with 1DP can be followed with an alphabetic letter from A-Z. Any plate in this series is also exempt from any enforcement action.

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### 4-302.0 TITLE: VEHICLE INVESTIGATIONS

Effective Date: 6-1-86

Related Procedural Manuals - Rec., Det.

### 4-302.1 SYNOPSIS:

Obtain thorough investigation of vehicle related crimes, ensure proper handling of vehicle storage and impoundment.

### 4-302.3 STATUTORY REFERENCES: (Thefts)

487.1	P.C.	Grand Theft
487.3	P.C.	Grand Theft Auto
499 b	P.C.	Joy Riding
503	P.C.	Embezzlement
484 b	P.C.	Fraud
496	P.C.	Poss. of Stolen Property
10851	V.C.	Grand Theft Vehicle
10855	V.C.	Embezzlement of Vehicles

(Storage and Impound)

22651 a-d	V.C.	Storage of Vehicle
10751	V.C.	Altered V.I.N.
Art. 1 Sec 19 Cal. Const.		Authority to Seize a Vehicle as Evidence
22655 A	V.C.	Impound Hit and Run
22669	V.C.	Abandoned Vehicle
22651 O	V.C.	Fees Due - In excess of 14 months

### 4-302.5 PROCEDURES:

#### I. Vehicle Theft Investigations

- A. when the elements of vehicle thefts are determined, an investigation will be initiated. A C.H.P. Form 180 will be completed.

NOTE: All spaces are to be completed or noted D.N.A. Numbers are to be printed, letters are to be capital script alpha characters.

1. Lines 1-5 (Self explanatory)

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2. Line 6

Year, make, model, body type, color, license number, date of expiration and state of plate along with the number of plates on the vehicle, should be obtained from the reporting party and confirmed through Communications.

3. Line 7

Be sure to include engine information if the victim has that information available. This may be available from invoices of recent repairs. The engine number is important when investigating motorcycle and V.W. thefts. The "Trans Type" refers to the type of transmission (e.g., automatic, 4-speed, 3-speed, column shift, floor shift). The owner's estimate of value is the last item of this line.

4. Line 8

Give a complete description of any identifying marks which might assist in later identifying the vehicle if the V.I.N. number has been removed. Dents, scratches, cigarette burns, color combinations, all may be helpful in later identifying the vehicle. For additional space use line 16.

5. Lines 9-11 (self explanatory)

6. Line 12

Enter the insurance carriers name. Ascertain whether the victim has notified the insurance company. Obtain the address or local insurance office that will be handling this theft, and the telephone number.

7. Line 13 (self explanatory, note items that D.N.A.)

8. Lines 14-15

This refers to suspect information and should be as complete as possible. Any additional information required or obtained should be added on Line 16.

9. Line 16

Enter on the first line of area 16 any special circumstances to be placed in the computer, e.g., armed and dangerous, involved in 187 P.C., kidnap, robbery, etc.

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### 10. Lines 17-18

These sections are to be completed by the officer and is to be signed by the reporting party.

### 11. Line 19

If entered into SVS, check the yes box and write the operator's number. If not entered, check no and explain circumstances in the line 16 area.

NOTE: Any property, not attached to the vehicle taken with this vehicle, shall be itemized on Form PPD # 269 - 7-82. This may include, money, t.v.s., clothing, etc.

### B. Additional Page

1. An additional page shall be completed on all theft reports and will contain the following information.

#### **Last Driver and Information**

- a. The last driver of the vehicle and information as to where and when they parked the vehicle. How the Reporting Party gained control of the vehicle should be explained when the Reporting Party is not the Registered Owner or Legal Owner.

#### **Vehicle Condition**

- b. Any unusual condition of the vehicle at the time the vehicle was left at the location. (Locked, windows up/down, keys in ignition, out of order, out of gas, etc.)

#### **Witness Information**

- c. Any information from witnesses, e.g., neighbors, co-workers.
- d. List all persons who may have access to the vehicle, name, location, phone number.
- e. The investigation will also include the time and circumstances surrounding the discovery of the vehicle having been stolen, and checking the area surrounding the location of the theft in an attempt to locate the vehicle. Upon obtaining sufficient information for the completion of the theft report and the signing of the report by the Reporting Party, the officer shall notify Communications that he/she

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has a signed stolen vehicle report. The Communications Department, after confirming the license number and identification numbers, will then make the entry into the Stolen Vehicle System. The officer will note on his report the Communication's Operator who obtained the information and made entry into the S.V.S. System. Note Line #19.

- f. When the Reporting Party is not the R/O or L/O of the vehicle, per D.M.V. records.
  - (1) the officer will clearly describe the circumstances of how the Reporting Party had legal possession of the vehicle. This information may include facts where the Reporting Party has recently purchased the vehicle, borrowed the vehicle, sole control of the vehicle, etc.
  
- g. If the Reporting Party cannot provide the license number of the vehicle, the following steps should be taken to obtain this information:
  - (1) R/P knows the past owners name - determine through D.M.V. registration records.
  - (2) R.P was cited in the vehicle or involved in a T/C - locate through D.M.V. CDL check.
  - (3) R/P's vehicle stored recently - check Pomona Police Department records.
  - (4) R/P credit card receipts - have R/P check his/her records.
  - (5) R/P repair orders - Have R/P check his/her records.
  - (6) Any other possible method to determine the license number or V.I.N. This may include photos of vehicle with plate.
  
- h. If all attempts to obtain the V.I.N. or license number are unsuccessful:
  - (1) Complete the CHP 180 Form and additional page as previously described and write "unavailable" in spaces requesting license and VIN information.
  - (2) Advise the Reporting Party that the information is required for computer entry and that the information will be "only on file" at the Pomona Police Department.



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- (3) Direct the Reporting Party to make every attempt to locate the required information and re-contact this Department.

### II. Embezzled Vehicle Reports

#### A. Embezzled vehicle from rental or lease agencies.

##### 1. When fraudulent information is given to rental or leasing agency.....

- a. Reporting party should provide a copy of the original rental or lease agreement. Information on that agreement, if non-factual, should be verified.

- (1) Driver's license information is incorrect.

- (2) Address is incorrect.

- (3) Phone numbers are incorrect.

- (4) Any other personal information which would denote fraudulently obtaining the vehicle.

- b. If the information on the original application of rental of the vehicle is found to be fraudulent in nature, a stolen vehicle report can be taken immediately. Pursuant to Section I of the Order.

NOTE: Care should be taken to confirm that misinformation is not a result of miscommunications between the employee and the renter.

- c. Complete CHP Form 180 as previously described.

- d. On the additional page a description of the transaction and the ability of the rental agent to identify the suspect and any investigative leads should be denoted. Identify the rental or leasing agent.

##### 2. Rented/Leased vehicles - - correct I.D., car not returned at the end of the rental or leased period.

- a. In this situation, a legal presumption arises when the suspect fails to return the vehicle to its owner within five (5) days after leased or the rental agreement has expired. After this period has elapsed, a legal presumption that the vehicle was taken by the suspect with the intent to commit theft by fraud is created. Five (5) days are required to pass before the presumption arises. (10855 V.C.)

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- b. An embezzlement report can be taken if the evidence meets the following requirements.
  - (1) The leasee failed to return the vehicle within five (5) days after the lease or rental agreement expired.
  - (2) Written demand for return of the property was made by registered or certified mail (with a return receipt) upon the leasee or renter at some time (it may be prior to the expiration of five (5) days) after the expiration of the lease or rental agreement by addressing and mailing a demand to the leasee at the address given at the time of the lease or rental agreement.
  - (3) A certified letter shall consist of the following information:
    - (a) Demanding the return of the vehicle within five (5) days.
    - (b) The location where it is to be returned.
    - (c) A criminal prosecution is pending with the Pomona Police Department.
  - (4) The owner or agent can send the letter at any time after the return date.
  - (5) Upon receipt of the letter's delivery or return, five (5) days will then transpire before an embezzlement report can be taken.
  - (6) A C.H.P. Form 180 will be completed as described in previous sections. The embezzled vehicle box shall be checked on the top of the page.
  - (7) The vehicle will not be entered into the Stolen Vehicle System until such time as a warrant can be obtained against the suspect.
  - (8) A copy of the rental or lease agreement and a copy of the certified letter shall be submitted as evidence.
  9. The report will be forwarded to a supervisor for approval and processing.

### B. Vehicle Borrowed, No Written Agreement

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1. Whenever permission has been given for the use of a vehicle by a private person or for the purpose of test driving, the following procedure shall be followed.
  - a. Private person loaning to known borrower.
    - (1) The procedure as outlined in Section II A 2 for embezzled vehicles.
    - (2) At the conclusion of five (5) days after receipt of delivered or returned letter, an embezzled vehicle can be taken.
    - (3) Use the report guideline of Section II A 2.
  - b. Private persons loaning to unknown borrower.
    - (1) After ten (10) days has transpired, an embezzled vehicle report can be taken as previously described. No letter is required. SVS entry will be determined by Auto Theft Investigator.
  - c. Auto Agency - test drive borrower known.
    - (1) The procedure as outlined in Section II A 2 for embezzled vehicle.
  - d. Auto agency, test drive borrower unknown.
    - (1) After ten (10) days has transpired, an embezzled vehicle report can be taken as previously described. No letter is required. SVS entry will be determined by the Auto Theft Investigator.

### III. Recovery, Storage And Impounded Vehicle

#### A. Instructions to complete C.H.P. 180 Form.

NOTE: All spaces are to be completed or noted D.N.A. Numbers are to be printed, letters are to be capital script alpha characters. A carbon should be utilized when the vehicle is to be released to a tow agency. The carbon copy will be given to the tow agency. An additional page is required on all recovered, stored and impounded vehicles.

Top of Page - Check appropriate box at the top of the page.

Line 1 - Enter - Reporting Department..... Enter Pomona Police Department.

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-Location Code.....

Enter the beat, the reporting district in which the action is being conducted. Both numbers will be in the same box separated by a slash. Example: 3/64

-Date/Time Reported..... Self Explanatory.

-File Number.....

Original incident number shall be entered in this box.

Line 2 - Location Towed/Recovered From

Indicate where vehicle was located.

-Was Neighborhood checked..... Yes or No

Line 3 - Towing Agency.....

Be concise in regards to the tow agency utilized.

Towed To/Stored At..... Self explanatory.

Line 4 - Reported by..... This should be completed fully, except in those cases where it is an observation of the officer where only the officer's name need be written.

Line 5 - Self Explanatory.....Note the number of license plates on the vehicle or the absence of license plates.

Line 6 - Self Explanatory.....Attention should be given to compare the registration card or D.M.V. information with the actual V.I.N. on the vehicle. check appropriate boxes.

NOTE: do not use the VIN given by Communications, physically "check the VIN".

Line 7 - If it is a stolen vehicle, denote the agency, including the area; for instance, L.A.P.D. 77th Street Division, and the case number for that agency. Denote whether the vehicle was returned to the owner or stored.

- Storage Authority ..... Indicate appropriate section.

Line 8/9 - Self explanatory.

Line 10 - Self explanatory.

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Line 11 - In cases where vehicle parts, which are not denoted in Section 10, are found to be missing: i.e., fender, hood, doors, grill; a notation should be made in this section in regards to those missing parts. Any additional property found in the vehicle shall be inventoried in this section and continued onto a supplemental report if necessary.

Line 12 - Enter the officer's name that is writing the report.

### B. Recovered Vehicles

1. When a vehicle has been determined to be stolen through the S.V.S., the following should take place.
  - a. Complete a 180 form as stated above.
  - b. Collect all evidence.
    - (1) Fingerprints.
    - (2) Items possible left by suspects.
    - (3) Any other physical evidence.
  - c. Locate and interview witnesses.
    - (1) Identify witnesses fully.
    - (2) What they saw or heard and when.
  - d. Other facts to be entered into report.
    - (1) Facts leading to the location of the vehicle.
    - (2) Observations of the officer.
    - (3) A general description of the location where the vehicle was found; e.g., carport, street, alley, etc.
  - e. Disposition of vehicle.
    - (1) Pomona or surrounding jurisdiction, R/O available within reasonable time and vehicle appears to be driveable.
      - (a) Release vehicle to victim in field.

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- (b) Give duplicate/carbon copy to victim after signature and release.
- (2) Out of surrounding jurisdiction stolen or R/O/victim not available within reasonable time frame or vehicle is not driveable.
  - (a) Request tow agency.
  - (b) Use carbon paper to complete C.H.P. form in duplicate with a check of the storage box.
  - (c) Tow driver signs C.H.P. 180 form and vehicle is released to driver.
- (3) Extensively stripped vehicle (major components are removed), e.g., engine, transmission, interior, etc.
  - (a) Impound vehicle to be held for prints, field officer will not be required to fingerprint.
  - (b) Use carbon to complete C.H.P. 180 Form.
  - (c) Note on additional page, vehicle held for prints.
  - (d) Check both recovered and impounded boxes at top of page of C.H.P. Form 180.
  - (e) Release vehicle to tow agency after signature of driver.
- (4) Impound at request of S.V.S. entry or other agency.
  - (a) Impound vehicle as described in III B 1 E 3.

### C. Impounded Vehicles

- 1. When held as evidence of any crime.....
  - a. Complete C.H.P. Form 180 as described.
  - b. Note in the body of the incident report the circumstances of the impound.

### D. Storage of Vehicles

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1. Complete C.H.P. Form 180 as described.
2. Use carbon to duplicate report.
3. Release vehicle to agency after signature of driver.
4. Write an additional page except in those cases where an arrest has taken place, which already explains the reason for storage. The additional page will include the following:
  - a. Odometer reading, if involved in 72 hours parking violation.
  - b. Condition of vehicles (dirty, spider webs, leaves on tires, other signs of obvious abandonment).
  - c. Officer's name that originally marked vehicle if 72 hours parking violation.
  - d. When a traffic hazard:
    - (1) Specify type of hazard.
    - (2) Location.
    - (3) Why stored (R/O UTL, blocking traffic, blocking emergency equipment).

## PATROL 4-350

### 4-350.0 TITLE: CRIME SCENE WASHDOWNS (BLOOD)

Effective Date: 03-01-99 (Author: Corporal Patterson)

### 4-350.1 SYNOPSIS:

Outlines the procedures for Patrol Personnel to follow when securing a crime scene or traffic accident scene where blood is present.

### 4-350.2 POLICY/OVERVIEW:

Situations arise when prior to securing a crime scene or traffic accident scene, blood may be present.

This policy has been established to ensure that the Patrol Officer can properly assess the situation and eliminate any danger to the public by any blood left at a crime scene or traffic accident scene.

### 4-350.4 DEFINITIONS:

#### A. Washdown:

1. To irrigate with water any blood remaining at a crime or traffic accident scene.

#### B. Crime Scene/Traffic Accident Scene:

1. For the purpose of this Patrol Procedure, the terms "crime scene and traffic accident scene" will mean any outside location where a crime has been committed, a traffic accident has occurred and blood has been deposited.
2. An outside location can be on either public or private property.

### 4-350.5 PROCEDURES:

- I. Crime Scene or Traffic Accident Scene Cleanup Where a Visible Amount of Blood was Deposited
  - A. The officer assigned to secure the scene shall contact the LA County Fire Department to assist with the wash down. Upon assessing the scene, the Fire Department supervisor on scene will determine if they need to contact the Health/Hazardous Materials Department for assistance.
  - B. If the blood was deposited on private property, the officer should first attempt to contact the property owner to handle the cleanup.



## PATROL 4-503

### 4-503.0 TITLE: JUVENILE MEDIATION AND RESTITUTION PROGRAM

Effective Date: 1/25/94

Related Procedures: Traffic 2-002

### 4-503.1 SYNOPSIS:

The Juvenile Mediation and restitution Program was developed through the cooperative efforts of the Los Angeles County Juvenile Court, the Pomona Unified School District, the L.A. County Probation Department, and the Pomona Police Department. Officers of this Department, when encountering a minor who has violated a specific offense and who does not otherwise meet a detention criteria, may, upon completion of the processing of the minor, issue the minor a citation to appear in Juvenile Traffic Court. (Authority: Section 256, Welfare and Institutions Code)

### 4-503.5 PROCEDURES:

#### I. Specific violations that may be cited into Juvenile Traffic Court

- A. Officers, using a regular Traffic citation, may cite all persons between the ages of 14-17 years, who are first-time offenders, into Juvenile Traffic Court for the following offenses:

Every violation of the Vehicle Code not a felony (except 23152). All infractions regardless of which code or statute. All violations of local ordinances relating to curfew, loitering, traffic or fare evasion.

The following **Penal Code** sections:

374.3, 374.4 - Littering  
490.1 - Petty Theft Under \$50.00  
502(c)(6), (7), or (8) - Computer Access  
594 - Vandalism with Liquid or Paint  
602(m) - Drive on Private Property  
602.7 - Vending on RTD Property  
602.8 - Fenced Property w/o Permission  
640 - Bus Fare Evasion, Disturbance  
640a - Use of Slugs in Coin Machine  
640.5 - Graffiti Public Vehicle (if damage \$250.00 or less)  
640.6 - Graffiti Private Property (if damage \$250.00 or less)  
647(f) - Public Drunkenness

#### **Business and Professions Code:**

25658 - Minor Consuming Alcohol  
25658.5 - Minor Attempt to Purchase  
25661 - Use or Possess False I.D.

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25662- Minor Possessing Alcohol

### City Codes:

16-42 - Curfew Violation

At discretion of Officer when offense is at level of **infraction** : (Court will treat as infraction under 19.8 & 17 PC)

330 PC - Illicit Gaming, Dice, Cards

415 PC - Disturbing the Peace

415.5 PC - On School Grounds

485 PC - Keeping Lost Property

555 PC - Trespass Posted Property

853.7 PC - Written Promise to Appear

Every violation of the **Fish and Game Code** not a felony. Every violation of the **Harbors and Navigation Code** relating to equipment and registration. Section 27176 **Streets and Highways Code**. Rules and Regulations established under Sections 5003 and 5008 **Public Resources Code**. Section 33211 **Resources Code**. For offenses not committed in the presence of the officer, cite under authority of 625 W.I.C.

- B. After a juvenile has been cited into Traffic Court, Officers must do the following:
1. Indicate on the face page of the Police Report the words "Juvenile Cite Out" after the charge. This is important so Records can flag the report as a Mediation and Restitution Program Report.
  2. Issue the juvenile a Mediation and Restitution Form, and include in the narrative of the report that the juvenile was cited into Traffic Court and that this form was provided to him/her.
  3. Provide the juvenile thirty (30) calendar days for the appearance in court.
  4. DR# on the cite.
  5. Turn in cite with the report

## II. Processing of Juvenile

- A. Nothing in the processing of the minor has changed, with the exception of the fact that now, prior to the release of the minor for the offenses specified above, the minor is issued a traffic citation to appear in Juvenile Traffic Court. A Police Report is still required on the incident.

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- B. Upon issuing a citation to the juvenile offender, the officer shall write a brief synopsis of the incident on the back side of the citation (yellow copy).
  - 1. This will allow the juvenile court traffic judge to have some additional information regarding the incident. (Note: copies of the police report will not be copied by Records personnel and sent to the court.)
  
- C. Nothing by way of the procedure is to preclude an Officer from pursuing a detention on the minor if, in the Officer's opinion, and based on the minor's record, a detention is warranted.
  - 1. If, in the Officer's opinion, the offense for which the minor is being processed should be handled as a criminal offense in Juvenile Court (as opposed to Traffic Court), the Officer may process the minor accordingly and request that be done in the police report.

## PATROL 4-504

### **4-504.0 TITLE: TRESPASS ENFORCEMENT AUTHORIZATION IMPLEMENTATION**

Date: June 14, 1994

Related Procedural Manuals: DESK 8-007

### **4-504.1 SYNOPSIS:**

Describes procedure for utilization of the Trespass Enforcement Authorization form.

### **4-504.2 POLICY/OVERVIEW:**

The Trespass Enforcement Authorization form (see attached) provides an avenue of enforcement action that can occur without the need for the actual presence of a property owner or authorized agent. The attached Trespass Enforcement Authorization form was reviewed and approved through the District Attorney's Office, by Dick Jenkins. The Trespass Enforcement Authorization form shall not be indiscriminately issued to property owners by police personnel. All requests to use the Trespass Enforcement Authorization form shall be forwarded through the Abatement Coordinator's office.

### **4-504.5 PROCEDURE:**

1. After police personnel determine that a problem may be resolved through use of a Trespass Enforcement Authorization form, the property owner shall be directed to contact the Abatement Coordinator.
2. The Abatement Coordinator will meet with the property owner at the location where the authorization will apply.
3. The Trespass Enforcement Authorization form will be completed by the property owner and fully reviewed with him/her by the Abatement Coordinator.
4. To qualify, the property must first be posted, "NO TRESPASSING" in several areas of the property (refer to the attached sample sign.)
5. The notice of Trespass Enforcement Authorization forms will be listed on the Blue Log by the Abatement Coordinator. A copy of the Authorization form will be kept on file at the Front Desk. It will be filed in alphabetical order by street name. The original Trespass Enforcement Authorization form will be kept in file at the Abatement Coordinator's Office. Note: If the property is closed to the public and signs are posted to that effect, the authorization form expires after six months. Otherwise, the Trespass Enforcement Authorization form is good for 30 days. To stay in effect, the property owner must complete a new one every 30 days. Purging of the Front Desk files shall be the responsibility of the Abatement Coordinator.
6. When an arrest occurs as the result of an Authorization, officers shall refer to the violation as a Trespass.

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7. Officers shall attach a copy of the current Trespass Enforcement Authorization to their report.

## PATROL 4-902

### 4-902.0 TITLE: MIRANDA WARNING

Effective Date: 5-9-84

Revised Date: 07-09-2003 (Author: Sgt. Rob Baker)

Related Procedural Manuals: DET. 1-911

### 4-902.1 SYNOPSIS:

To establish a procedure regarding the reading of the "Miranda Rights" to possible suspect.

### 4-902.2 POLICY/OVERVIEW:

This procedure will enable officers to testify that the Miranda Warning was read to a suspect and eliminate the need for verbatim recall from memory.

### 4-902.4 DEFINITIONS:

Expressed Consent: consent which is directly and distinctly stated or expressed rather than implied or left to inference.

Implied Consent: consent when surrounding circumstances exist which would lead a reasonable person to believe this consent had been given, although no direct, express, or explicated words of agreement had been uttered.

### 4-902.5 PROCEDURES:

#### I. General Policy

- A. A Departmental issued Miranda Warning card shall be carried by all "on-duty" sworn members of this Department while assigned to enforcement duties. It shall be used in giving the "Miranda Rights" to a suspect.
  1. The Miranda Warning shall be read verbatim to a suspect to obtain either an expressed or implied consent.
  2. The notification of Miranda Warning and the response by a suspect shall then be included in the incident report.

## PATROL 5-001

### 5-001.0 TITLE: OUT OF COUNTY WARRANT ARRESTS

Effective Date: 9-16-18 (Author: Jaime Martinez, Sergeant)

Revision Date: 11-14-86

Prior Revision Date: 7-29-85

Related Procedural Manuals: DET 1-602

### 5-001.1 SYNOPSIS:

Instructions and procedures that comply to the mandates of Section 821 and 822 of the Penal Code. Persons arrested in one county on another county's warrant have a right to be taken before a magistrate in the county of arrest for purposes of being admitted to bail.

### 5-001.2 POLICY/OVERVIEW:

It is the responsibility of the Pomona Police Department to comply with Section 821 and 822 of the Penal Code and to ensure that defendants arrested under these sections are handled in an expeditious manner.

### 5-001.3 STATUTORY REFERENCES:

Section 821, California Penal Code

Section 822, California Penal Code

### 5-001.5 PROCEDURE:

When a subject is arrested for a warrant in a county other than that which issued the warrant, the following procedures shall be followed:

1. The arresting office must, without unnecessary delay, inform the defendant in writing of his/her right to be taken before a magistrate in the county of arrest.
2. The arresting officer will complete PPD Form #309 and have arrested sign the original indicating that arrested has been so informed of his right P.C. 821-822. The signed form will be attached to the white booking form and a copy attached to the warrant. The arresting officer will complete and submit the arrest utilizing PSSI.
3. Upon being required by the defendant, the arresting officer must take him before a magistrate in the arresting county when court is in session. If court is not in session the defendant shall be taken to court by Jail personnel at regular court run.
4. If the defendant does not demand to be taken before a magistrate in the county of arrest, or is not able to post bail, the arresting agency shall notify the agency which issued the warrant, that such defendant is in custody.
5. After notification, the issuing agency shall take custody of the defendant within five (5) days or five (5) court days for felonies, if the issuing agency is more than 400 miles from the arresting county and five (5) days in case of misdemeanors.

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6. If the defendant is held in jail in the county of arrest and is waiting to appear before a magistrate for a misdemeanor warrant, upon which amount of bail is endorsed, the officer in charge of the jail:
  - a. Shall have the authority to approve and accept bail from the defendant in the amount endorsed on the warrant.
  - b. Shall sign an order for the release of the defendant, and upon posting of such bail, shall discharge the defendant from custody.

NOTE: It is the policy of this Department not to arrange an infield transfer of an arrestee in custody in another county, on a warrant issued by this Department.



## PATROL 5-002

### 5-002.0 TITLE: USE OF THE COUNTYWIDE WARRANT SYSTEM (CWS) BY FIELD OFFICERS.

Effective Date: 11/05/85

Revised Date: 5-10-00 (Author: Judy Ramsey, Sr. Records Supervisor)

Related Procedural Manuals: Jail 2-401; Dispatch 2-291, Detective 1-600

### 5-002.1 SYNOPSIS:

To establish a standardized format for requesting warrant information through "CWS" (Countywide Warrant System). Also, to establish procedure for providing subjects with documentation who have been so arrested and later found to be other than the person for whom the warrant was issued.

### 5-002.2 POLICY/OVERVIEW:

In "CWS" it is imperative that all reasonable efforts be made to insure that the subject specified in the CWS Warrant Information Sheet is, in fact, the subject detained or being investigated.

### 5-002.3 STATUTORY REFERENCES:

816 PC, 850 PC

### 5-002.4 DEFINITIONS:

A. CWS-Countywide Warrant System. The system is operated by the Los Angeles County Sheriff's Department. All warrants issued within Los Angeles County are entered into this system by the issuing court.

The Pomona Police Department provides and operates a terminal that allows inquiry access as to the existence of a warrant(s).

B. Patronymic Name - The surname of an individual derived from their father's surname.

C. Matronymic Name - The surname used by an individual derived from the mother's surname.

D. WIS – Warrant Information Sheet. The Warrant Information Sheet (WIS) is utilized to provide a paper-to-person comparison with the subject of the warrant and the information contained within the CWS. This WIS is intended to prevent the arrest of the wrong subject on a warrant.

E. WPS – Wanted Persons System. The Wanted Persons System is operated by the California Department of Justice and contains warrants issued by all California Law Enforcement agencies based on individual criteria established by the issuing agencies.

## PATROL 5-002

Agencies entering warrants into WPS must be willing to transport the subject from any location within California.

NOTE: All warrants issued within Los Angeles County **MUST** appear in CWS in order to be considered "valid" warrants. If a Want9 reveals a warrant issued in Los Angeles County is in WPS, but not in CWS, contact **MUST** be made with CWS staff to determine why the warrant is not in CWS. In most instances when this occurs, the warrant has previously been recalled by the court but for unknown reasons was not removed from WPS.

### 5-002.5 PROCEDURES:

- A. When a police officer wishes to inquire whether a subject he/she has detained has a warrant in CWS, the following procedure shall apply.
  1. The officer shall advise Dispatch of his/her request for a "CWS check" (this will be automatically included in a "want-9" check as currently performed). The officer shall respond to the channel (i.e., radio frequency) designated by the Dispatcher and advise the following identifying information:
    - a. Subject's Name
    - b. Subject's Address
    - c. Subject's Height
    - d. Subject's Weight
    - e. Subject's Hair Color
    - f. Subject's Eye Color
    - g. Subject's Sex
    - h. Subject's Date of Birth (if unavailable, age estimate may be substituted)
    - i. Subject's Descent
  2. If the subject refuses to state his/her name, address or full date of birth, the query may be initiated without the withheld information. When full date of birth is withheld, an age estimate shall be used in its place.
  3. If a subject is Spanish surnamed, the officer shall ask for both the patronymic and matronymic portion of the name and shall submit both segments, with the matronymic surname last and the patronymic surname as a middle name, unless the subject states that he/she uses only one segment.
    - a. The officer may also request the order of these names be interchanged for the warrant search.
  4. Inquiries into CWS for investigative purposes on a subject who is not in the immediate presence of the officer may be made with all or some of the above data elements.

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5. The Dispatcher shall enter the information and advise the officer of any "hits" (presence of warrant) within the system.
- B. When the requesting officer is advised of a "hit", the following procedure shall apply:
1. While a CWS "hit" response may constitute cause to detain briefly for further investigation it does not, in itself, constitute probable cause for arrest or to believe that the suspect is the wanted person.
  2. The arrest, transportation, or booking of any subject based solely on the basis of a CWS "hit" response is prohibited. The decision to arrest, transport or book a subject in response to a CWS "hit" must be based on an officer's comparison of the subject with the descriptive information contained on the Warrant Information Sheet.
  3. An officer seeking to detain further or to arrest, transport, book or in any other way intrude on a subject's personal liberty, privacy or property -- other than the initial stop -- must:
    - a. Be informed of and review all of the following, to the extent that it is contained in the Warrant Information Sheet:
      - (1) Wanted Person's Name
      - (2) Wanted Person's Address
      - (3) Wanted Person's Height
      - (4) Wanted Person's Weight
      - (5) Wanted Person's Hair Color
      - (6) Wanted Person's Eye Color
      - (7) Wanted Person's Sex
      - (8) Wanted Person's Date of Birth
      - (9) Wanted Person's Descent
      - (10) Wanted Person's Operator's License or DMV Identification Card Number
    - b. Compare such information to the subject;
    - c. Independently determine on the basis of that comparison that probable cause exists to believe that the subject is the wanted person prior to arrest and transport of the subject to Pomona Jail.
      - (1) If the officer determines the subject detained is not the same as described in the warrant, the subject can be released in the field with no documentation required. The officer will so advise the Dispatcher as soon as practical.

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- d. Once the officer reasonably determines the wanted subject to be the same as the one he/she has detained, the officer shall instruct the Dispatcher to abstract (retrieve) the warrant from the system
  - (1) Once the officer arrives at Pomona Jail with the suspect, it shall be the officer's responsibility to contact the Records Bureau for the abstract printout and book the suspect pursuant to law and current departmental procedure.
- C. Whenever a suspect has been detained and transported by an officer pursuant to a CWS "hit" but is released prior to booking because he/she is deemed not to be the wanted person or whenever a suspect has been booked and is later released because he/she is deemed not to be the wanted person, the following shall apply:
  1. The officer will complete and issue to such subject - prior to their release - PPD Form 302, (Clearance Document"), located in the jail that contains the following:
    - a. Identifies the bearer, including his/her physical description;
    - b. Specifies the date and time of issuance;
    - c. Lists the warrants(s), by number, that caused the detention and transportation;
    - d. States that the person to whom the form was issued is not the wanted person on the designated warrants.
    - e. Signature of the subject.
- D. Clearance Document (PPD Form 302)

Whenever any person presents PPD documentation described in this paragraph, or similar documentation from another Los Angeles County law enforcement agency, that person shall be presumed not to be the wanted person on any CWS warrant(s) which are specifically enumerated on such document, or on any CWS warrant with an issue date more than 30 days earlier than the issuance date of the clearance document. Officers shall be prohibited from transporting, arresting, or booking any such subject pursuant to any such CWS warrant unless the arresting officer records specific, concrete facts that constitute probable cause to believe that the person presenting the documentation is not the person named thereon or that the documentation is not authentic.

1. An example of this document is attached.

## PATROL 5-003

### 5-003.0 TITLE: TRANSPORTATION OF PERSONS ARRESTED BY OTHER AGENCIES ON POMONA WARRANTS

Effective Date: 9-12-88

Related Procedural Manuals: Jail 191, Detective 1-603, Records 7-702

### 5-003.1 SYNOPSIS

Transportation of persons arrested by other agencies on Pomona warrants

### 5-003.2 POLICY/OVERVIEW

The Pomona Police Department will pick up persons arrested by other agencies on Pomona Police Department arrest warrants, when requested by the arresting agency, if the arrested person is within Los Angeles County or within fifty miles from Pomona in other counties. Outside of this limit, the request for prisoner pick up will be evaluated and acted upon by the Detective Bureau Sergeants.

### 5-003.3 STATUTORY REFERENCES

P.C. 821

P.C. 822

P.C. 827.1

### 5-003.5 PROCEDURES

#### I. Request To Pick Up Prisoner

- A. Records Personnel, Desk Officers, Jailers, or Watch Commander, receiving a request, either by phone or Teletype, shall forward the request as soon as possible to the on-duty Senior Jailer.
- B. On-duty Senior Jailer.
  1. Determines if the request to pick up is for a person arrested on felony or misdemeanor, and if the arrested person is within, or outside of, Los Angeles County/50 mile limit set forth in this policy.
    - a. If the arrest is for a misdemeanor, and is within the limits of Los Angeles County/50 miles, the Senior Jailer shall phone the arresting agency and request that the prisoner be cited as authorized by Sec. 827.1 P.C.

If the prisoner is not cited, the Senior Jailer shall provide the Jail Transportation Crew with the information and request a pick up per Sec. 822 P.C.

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- b. If the arrest is for a felony, and is within the limits of Los Angeles County/50 miles, the Senior Jailer shall provide the Jail Transportation Crew with the information and request a pick up per Sec. 821 P.C.
- c. If the requesting agency is outside of the limits of Los Angeles County/50 miles, the Senior Jailer shall forward the information to the Detective Bureau for disposition.

### C. Detective Bureau Sergeants

1. Upon notification of an in-custody, outside of the limits (Los Angeles County/50 miles), the Detective Bureau Sergeant shall determine if the Department is interested in returning the prisoner for prosecution.
2. If not interested in prosecution, the Detective Bureau Sergeant shall phone the arresting agency and advise them to cite per Sec. 827.1 P.C. (misdemeanors) or release (felony) the prisoner.
3. If interested in prosecution, the Detective Bureau Sergeant shall phone Los Angeles Sheriff Department's Statewide Prisoner Transportation Unit at phone # 213-974-4565, 0630 - 1500 hours Monday through Friday. Request pick up of prisoner and provide the necessary warrant information.

NOTE: 1. Los Angeles Sheriff Department's Statewide Transportation Unit will pick up male adults only, provided that they are going to a location within the five day time limit, and there's room for the prisoner on the bus.

2. Los Angeles Sheriff Department's Statewide Transportation Unit will not pick up north of San Francisco and Sacramento area, and in Imperial County.
3. Los Angeles Sheriff Department's Statewide Transportation Unit will pick up from County Jails only.
5. If the arrested person is a female or juvenile, or if Statewide Transportation is not able to pick up an adult, the Detective Bureau Sergeant shall arrange other transportation as needed.

NOTE: If transportation can be accomplished within an eight hour shift, the Detective Bureau Sergeant may negotiate with the on-duty swing shift Watch Commander to have the Jail Transportation Crew make the pick up, provided, of course, that the Watch Commander has

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sufficient Patrol personnel to take care of Jail transportation needs during the Jail Transportation Crews absence.

## PATROL 6-100

### 6-100.0 TITLE: USE OF "SLIM JIMS"

Effective: December 22, 1986

Revised: March, 24, 1992

### 6-100.1 SYNOPSIS:

Establishes procedures for using "Slim Jims" or similar devices commonly used to unlock motor vehicle doors.

### 6-100.2 POLICY/OVERVIEW:

"Slim Jims," or similar devices commonly used to unlock motor vehicle doors, can cause costly damage to electrical door locks on motor vehicles. These devices may be used to assist motorist in situations where, in the Officer's judgment, it can be used without damage to vehicles.

### 6-100.5 PROCEDURE:

- I. Purpose of this device is to enter a locked motor vehicle in an emergency situation.
- II. Emergency situations include, but not limited to:
  - A. Sick or injured persons in locked vehicles.
  - B. Infants, small children or mentally-incapacitated persons locked in vehicles.
  - C. Any situation where safety is a factor.
- III. As a matter of routine, "Slim Jims" or similar device shall not be used, i.e.:
  - A. Keys locked in vehicle, in lieu of qualified locksmith or tow truck driver.
  - B. Unlocking vehicles to verify "VIN" or inventory.

Note: If necessary to unlock vehicles for inventory or to check "VIN" on vehicles prior to storage, the vehicle should be opened by the tow truck driver.

- IV. Reporting of damage caused by the use of "Slim Jims" or similar device shall be done on City of Pomona Property Damage Report form and a statement on the reverse side outlining the circumstances.



## PATROL 6-200

### 6-200.0 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: DET 1-909, JAIL 4-500, GEN 500

### 6-200.1 SYNOPSIS:

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

### 6-200.3 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.

### 6-200.5 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.

## PATROL 6-200

- 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 logged out on the armory by the rangemaster 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.

## PATROL 6-201

### 6-201.0 TITLE: EQUIPMENT ROOM PROCEDURE

Effective: 5-7-84

Revised 9-12-88

Related Procedural Manuals: Detective 1-910

### 6-201.1 SYNOPSIS:

Procedures for issuing, maintaining and accounting for Department Equipment.

### 6-201.5 PROCEDURES:

#### I. Initial Officer Responsibility

- A. To implement the new procedure, each patrol unit will be initially supplied with seven pieces of standard equipment which will include an unloaded shotgun, a fire extinguisher, flares, blanket, broom, dustpan and height gauge. It will become the responsibility of each officer using an assigned patrol unit to ensure that each piece of standard equipment is accounted for at the start of each shift. It will also become the responsibility of each officer to replace any defective damaged equipment in accordance with the established procedure. Shotguns in each unit not in use will remain unloaded and officers securing a unit will remove the five shells from the shotgun at the end of their respective shift.
- B. In addition, each officer will be issued five name tags that will be the only means to be used by officers to obtain certain designated pieces of equipment from the new equipment supply room.
- C. All department equipment to be issued to officers is in Room 105, located at the north portion of the first floor hallway. A window has been constructed in the door leading to Room 105 which will be used to obtain and return all equipment. The equipment supply room will be staffed by jail personnel. The respective Watch Commanders or personnel designated by the on-duty Watch Commander will be the only other personnel having access to the equipment supply room and will sign in on the equipment room entrance roster. An intercom system has been installed outside of Room 105 which will be used by officers to communicate with jail personnel to obtain equipment during the times the equipment room is not open.
- D. In the event that no jail personnel are available to issue equipment, officers will contact the on-duty Watch Commander or immediate supervisor. The Watch Commander or supervisor will then issue the equipment or designate specific personnel to issue the equipment. A key to Room 105 will be maintained in the Watch Commander's Office for this purpose.

## PATROL 6-201

### II. Equipment Type

#### A. Designated - Requires name tag to obtain:

1. Vehicle keys.
2. HT and Case - both issued as one item.
3. Electronic Stun Device.
4. Shotgun - special details.
5. Soundmeter.
6. Starlight scope.
7. Camera.

#### B. Non-Designated - Requires defect form, sign out or exchange.

1. Fire extinguisher.
2. Broom/dustpans.
3. Flashlight.
4. HT battery.

#### C. Disposable - Obtained as needed.

1. Flares.
2. Blankets.
3. Flashlight batteries and bulbs.

NOTE: Check flashlight batteries and bulbs when obtaining designated equipment and replace if needed.

### III. Obtaining/Returning Equipment

#### A. Prior to Shift



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1. Room 105 will be staffed 15 minutes prior to the start of each briefing and will again be staffed 10 minutes prior to the end of each shift and will remain open for approximately 15 minutes after the hour.
  2. Officer will present his/her name tag to personnel in equipment room and will receive, an HT and case and assigned vehicle keys.
  3. Any other designated equipment needed must be requested and will require a name tag to be presented.
  4. Non-designated equipment can be obtained at this time by sign out sheet at the equipment room.
  5. Disposable equipment can be obtained as needed.
- B. End of Shift
1. Officer will unload shotgun, leave unloaded shotgun in respective unit.
  2. Return each piece of designated equipment to equipment room personnel.
  3. Officers name tag will be returned, on the corresponding hook, to the officer only when each item of designated equipment is returned.
  4. Signed out, non-designated equipment must be signed back in by the same officer.
  5. Officers will no longer exchange any equipment to the on coming shift in the field or at the back of the station.
- C. Defective or Damaged Equipment
1. Equipment, i.e., recorders, HT, shotgun, etc.,
    - a. Obtain equipment defect form from equipment room personnel and complete the necessary information and have it initialed by the supervisor. Defective or used shotgun will be returned unloaded. Officer will retain the shotgun shells.
    - b. Return defective equipment to equipment room personnel.
    - c. Obtain new equipment.
    - d. Damaged equipment requires a memo via chain of command.

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### e. Vehicles

- (1) Complete vehicle defect form.
- (2) Remove shotgun and unload. Retain shotgun if returning to patrol (otherwise follow existing procedures).
- (3) Turn in pink copy of vehicle defect form to equipment room personnel after defect form is initialed by a supervisor.
- (4) Obtain new vehicle keys, reload shotgun in new unit.

### 2. Non-designated equipment

- a. If defective, use defect form.
- b. Have supervisor initial the defect form.
- c. If expended, i.e., fire extinguisher, return for replacement.

### 3. Disposable equipment

- a. Replace as needed.

## IV. Non-Member Usage

- A. In cases where designated and non-designated equipment is to be utilized by non-members of this Department, blank name tags will be maintained in the equipment room for such cases.
  1. The supervisor or his designate authorizing the use of the equipment shall obtain the proper identification from the person/s to use the equipment.
  2. The name, agency, etc., will then be affixed to the blank name tag for each item to be used by the non-member. The supervisor or his designee will initial the name tag.
  3. Non-designated equipment will be signed out by the person using the equipment. The supervisor or designee will initial the sign out.
  4. It shall be the responsibility of the supervisor or his designee to ensure the return of all issued equipment.

## PATROL 6-204

### 6-204.0 TITLE: REPLACEMENT WEAPONS AND AMMUNITION

Effective Date: 1-13-89

Revised Date: 09/23/2003 (Author: Art Tormollan, Rangemaster)

Related Manuals: Support Services 3-002

### 6-204.1 SYNOPSIS:

To establish a procedure for the replacement of expended ammunition (shotgun and pistol) and/or defective service weapon or ammunition magazines

### 6-204.2 POLICY/OVERVIEW:

A concern of this Department is to have replacement weapons, magazines, and ammunition available for officers in the event of equipment failure or expended ammunition needs to be replaced.

### 6-204.5 PROCEDURES:

- I. If the service weapon, magazines, or ammunition needs replacement during normal working hours, the officer will contact the Rangemaster for replacement. In the absence of the Rangemaster, contact is to be made with the Watch Commander.
- II. If the service weapon, magazines, or ammunition needs replacement after/before the normal working hours of the Rangemaster, the officer will obtain the replacement item(s) from the Watch Commander's Office.
  - A. The officer will complete a written memo to the Rangemaster explaining the defect with the weapon and/or magazines. He/she will present this memo to the on-duty Watch Commander, with the defective item.
  - B. The Watch Commander will replace the defective item(s) from the replacement stock stored in the armory.
  - C. The Watch Commander will forward this written memo to the Rangemaster with the serial number of the replacement weapons issued to the officer.
  - D. The defective weapon and/or magazine will be placed in the armory. The defective equipment shall be marked so as not to be reissued until repaired.
- III. Responsibilities
  - A. Watch Commanders
    1. Maintain a sign in/out log of replacement service weapons by serial numbers and location.

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2. Maintain an inventory of service ammunition in the armory, both pistol and shotgun.
  3. Maintain an inventory of magazines.
- B. Rangemaster
1. Replace needed items for the replacement inventory stored in the armory.
    - a. Two (2) Colt .45 Cal government models, one of which has ambidextrous safety.
    - b. Four (4) magazines for Colt Pistols
    - c. Two (2) Glock model 21's - .45 caliber
    - d. Three (3) Glock 21 magazines
    - e. Six (6) boxes of duty handgun ammunition
    - f. Six (6) five-round boxes of 12 gauge 00B ammunition

## PATROL 6-205

### 6-205.0 TITLE: "LOJACK" - STOLEN VEHICLE RECOVERY NETWORK POLICIES AND PROCEDURE

Effective Date: 12-17-90

#### 6-205 .1 SYNOPSIS:

To establish procedure for use of LOJACK equipped police vehicle(s).

#### 6-205.2 POLICY/OVERVIEW:

Set forth guidelines with pre-patrol check and tracking using the LOJACK (Stolen Vehicle Recovery Network) computer.

#### 6-205.5 PROCEDURE:

##### I. Training

- A. Only Officers trained in use of the LOJACK system may use patrol units equipped with this system.
- B. Officers will be trained in use of this system by designated instructors from this Department.
- C. Record of training is to be kept on file by Pomona Police Training Division and is done to ensure proper use and care of the LOJACK system.

##### II. Pre-Patrol Check

- A. Prior to each use of LOJACK equipped patrol unit, Officer(s) will do a pre-patrol check as established by the "LOJACK" Company.
- B. This is to ensure proper operation of all computer systems for tracking needs.

##### III. Tracking Guidelines

- A. Follow tracking guidelines as set forth by LOJACK Company.
- B. Once an Officer receives an audible and 5-digit display on the LOJACK receiver, he must immediately notify Dispatch and obtain description of stolen vehicle.
- C. Notify Dispatch of his location and have Dispatch notify other patrol units of "LOJACK" detection, giving them description of stolen vehicle.
- D. The Officer will begin tracking and attempt to determine if vehicle is stationary or moving.

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- E. The tracking Officer will continue to give his location to Dispatch. He/she will also advise the probable direction and distance of the vehicle from his LOJACK equipped patrol unit.
- F. If the tracking Officer comes within close proximity of the stolen vehicle and determines that the stolen vehicle is stationary, he/she will request an assisting unit in the event vehicle is parked and occupied.
- G. If stolen vehicle is located parked and unoccupied, appropriate recovery procedure is to be used.
- H. If stolen vehicle is located and is occupied, appropriate arrest and recovery procedure is to be used.
- I. If the tracking Officer determines that vehicle is moving, he/she will notify Dispatch and begin tracking.

If the tracking Officer is having problems with tracking (i.e., vehicle moving quickly/many direction changes), he may request assistance from bordering agency that has LOJACK equipped vehicle. If this is done, coordination and radio use will be switched to "gold" frequency and monitored by Dispatch.

- J. In the event tracking leads Officer into other Los Angeles County jurisdiction, that agency shall be notified; and, if that agency has LOJACK equipped unit, they will then take over tracking.
- K. In the event tracking leads into San Bernardino County, that jurisdiction will be notified and requested to follow our LOJACK tracking unit. Tracking will continue in San Bernardino County until vehicle is located, or discontinued at Watch Commander's request.

It should be noted that at this time only Los Angeles County agencies are equipped with LOJACK.

- L. If at any time tracking Officer leaves Pomona city limits, Watch Commander will be notified and Officer will use gold channel for coordination with other agency. At all times Officer/Public Safety is of utmost importance.
- M. If stolen vehicle is located parked in another jurisdiction, that jurisdiction will handle recovery. If it is located occupied, it will be Watch Commander's discretion as to who will handle arrest/recovery paperwork.

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- N. If a stolen vehicle is located by use of LOJACK, either parked or with arrest, it will be noted in "Additional Details" portion on CHP 180 Form, "Located Using LOJACK."

The recovering Officer shall request Dispatch to ascertain if the S.V.R.N. computer has been **updated** with the recovery info. **prior to releasing the vehicle** to the owner.

**This update is what turns the LOJACK signal off.**

## PATROL 6-210

### **6-210.0 TITLE: DISPOSABLE PARTICLE MASK FOR USE WITH FINGERPRINT POWDER**

Effective Date: 5/29/92

Related Procedural Manuals: Jail 4-910, Det. 1-520

### **6-210.1 SYNOPSIS:**

Procedure for use and supply of the disposable nose and mouth particle mask for fingerprinting with fingerprinting powder. California State Police Officer Standards and Training (P.O.S.T.) has indicated that fingerprint powder has a level of toxicity and the user should be protected via a mask.

### **6-210.5 PROCEDURE:**

Each Officer assigned to Patrol and each Civilian Report Writer assigned to field report duties shall be issued a disposable nose/mouth particle mask(s).

The mask shall be worn when the respective Officer or Civilian Report Writer is exposed to fingerprint powder during the application of “dusting” for latent prints.

Even though the mask is disposable, it may be utilized for more than one “dusting” application. The life of the mask shall be determined by the user.

Resupply of the disposable mask will be made via the Jail staff. Mask will be issued to all personnel who use fingerprint powder.



## PATROL 6-250

**6-250.0 TITLE: Presumptive Narcotics Field Testing (NIK test kit)**  
Effective Date: 10/02/17

**6-250.1 SYNOPSIS:**

It will be the practice of the Pomona Police Department to send all narcotic evidence to the Los Angeles Crime Lab for processing, removing the need for Officers to field test narcotics. Narcotics seized during a felony arrest will be tested with a NIK test kit by CSI personnel for filing purposes with the DA.

**6-250.2 POLICY/OVERVIEW:**

The NIK field test kit will no longer be used by Officers in the field. The use of this presumptive testing will be restricted to felony narcotic arrests only and all testing will be conducted by CSI personnel with the proper protective equipment.

**6-250.3 PROCEDURE:**

- I. Felony and misdemeanor arrests related to illegal drugs:
  - A. Officers will no longer test narcotics in the field or at any police facility.
  - B. All narcotics related to an arrest will be booked into evidence for later testing by the Los Angeles County Crime Lab and/or CSI.
  - C. When booking narcotics related to a felony or misdemeanor arrest, a Lab Receipt must be booked with the narcotic evidence by the handling officer. The lab receipt number shall be entered into the Evidence-on-Q system.
  - D. CSI will conduct all presumptive narcotic testing related to felony arrests. CSI will be notified of needed testing by a Detective Bureau Sergeant. Once notified, CSI will respond to the Property Facility so presumptive testing can be performed and a supplemental report completed.

## PATROL 6-400

### 6-400.0 **TITLE: BRAKE LIGHT KILL SWITCH PROCEDURE**

Effective Date: 4-23-97 (Author: Sgt. K. Rogan)

### 6-400.1 **SYNOPSIS:**

Outlines procedure for use of the brake light “kill switch” in patrol cars.

### 6-400.2 **POLICY/OVERVIEW:**

The brake light kill switch has been provided in patrol cars as a tool to assist officers in field duties. Activating the switch will allow officers to operate in a “blacked-out” mode at night which may be advantageous for locating or approaching suspects. Officers are responsible to ensure that the kill switch is turned off after its intended use.

### 6-400.5 **PROCEDURES:**

- I. Officers driving units equipped with brake light kill switches may activate the switch when desired to operate in a “blacked-out” mode. Generally, units will black out only on side streets and not when around other traffic.
- II. Officers who operate a patrol car in a “blacked-out” mode may be subject to civil liability in the event of collision resulting in injury or damage. The Vehicle code does not exempt police units from compliance with laws regarding use of lights during darkness, or operation of brake lamps.
- III. The switch is identified as a toggle switch on the center console, which flashes red when activated.
- IV. Officers driving blacked-out units are responsible to exercise alertness and caution, and to recognize that safe speeds must be reduced when driving without vehicle lights.
- V. Officers driving blacked-out units are also responsible to turn off the kill switch when blacked-out operation is over.

## PATROL 6-401

### 6-401.0 **TITLE: ASSIGNED UNIT PROCEDURE**

Effective Date: 03-15-01 (Author: Sgt. K. Rogan)

Revised Date: 06-11-12 (Sgt. Sanchez)

### 6-401.1 **SYNOPSIS:**

Units will be assigned to Patrol personnel to provide officers the opportunity to maintain clean and serviceable work areas, to efficiently use the entire patrol fleet, and to seek responsible care and service of the cars.

### 6-401.5 **PROCEDURE:**

#### I. Unit Sign-up

- A. Once annually, the manager in charge of the patrol fleet (or the manager's designee) will conduct a unit sign-up. The sign-up may be held more than once a year if the manager deems necessary.
- B. Sign-up shall progress first by rank, then by seniority, in the same manner as patrol squad sign-up.
- C. Only those officers allowed to sign up for squads shall sign up for units. Officers on restricted duty for any reason may be denied the opportunity for unit sign-up, as determined by Patrol Commander, fleet manager or other authorized management personnel.
- D. The fleet manager or designee shall assign personnel to available units if the employee is assigned to patrol after the unit sign-up is completed. Requests of the affected employee may be considered.

#### II. Use of Units

- A. Personnel shall use their assigned unit whenever possible for regular duty.
- B. The fleet manager will provide the Jail with a breakdown of available units on a day-by-day, and shift-by-shift basis.
- C. Personnel whose shift extends into overtime either by order or because of an ongoing investigation, shall have priority over personnel coming on duty who use the same assigned unit. The employee coming on duty must obtain another

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available unit from the unit availability list located in the key box.

- D. Personnel working squad vacancy overtime may use the unit of the absent employee, or may use their own unit if it is not assigned during that shift; or may use any available unit as indicated by the unit availability list housed within the key box..
- E. Personnel working special duty or contract overtime may use their assigned unit if it is not assigned during the entire duty shift, or may use any available unit as indicated by the unit availability list housed within the key box.

### III Unit Key Check Out

- A. Utilizing their department ID card, personnel shall check out unit keys each day prior to the start of their shift.
- B. At the conclusion of each shift, personnel shall return both unit keys and secure them in the key box utilizing their department ID card.
- C. In the event that personnel do not have their department ID card, the on-duty Watch Commander shall be contacted and the master key card will then be used to check in/out unit keys. Any personnel that require the use of the master key card shall ensure that the key log entry form is completed.
- D. If the key box fails for any reason, personnel shall notify the on-duty Watch Commander who will contact the Jail Staff and direct staff to issue a unit key from the back up key board.

### IV. Unit Service

- A. Personnel should attempt to service units on days when it will least affect other employees assigned to the same car.
- B. If a car is unavailable due to service, personnel shall obtain an available car as indicated by the unit availability list contained in the key box.

### V. Damaged and Replaced Units

- A. When units are removed from service for extended periods, personnel shall obtain available units as indicated by the unit availability list contained in the key box.

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- B. Alternatively, employees may request temporary assignment to another car by the fleet manager until the employee's unit is returned.
- C. Replacement of an old car by a new car shall not be reason to consider reassignment of junior employees by senior employees.

## PATROL 6-402

### 6-402.0 TITLE: BEARCAT DEPLOYMENT

Effective Date: 04-18-16 (Author Deputy Chief M. Olivieri)

Revised Date: 10-6-16 (Lieutenant Hector Rodriguez)

Xref: None

### 6-402.1 SYNOPSIS:

Any sworn officer of this department is authorized to use the Bearcat armored rescue vehicle and its specialized tactical equipment during emergency situations. The use of the Bearcat will be authorized when its immediate deployment will assist officers in safely resolving any situation that does not rise to the level of a full S.W.A.T. activation or where its immediate use is necessary prior to the arrival of the S.W.A.T. team on scene. The use of the Bearcat by non S.W.A.T. personnel will not be used as a substitute to a S.W.A.T. activation when appropriate.

### 6-402.5 PROCEDURES

The following guidelines should be adhered to during any Bearcat deployment by non S.W.A.T. personnel:

- I. The use of the Bearcat will be required by the field supervisor and authorized by the on-duty watch commander.
- II. On-duty S.W.A.T. personnel should be considered first to check out and deploy the Bearcat.
- III. The field supervisor will approve any tactical plans for the deployment of the Bearcat and its specialized tactical equipment.
- IV. Notification of any Bearcat deployment should be made ASAP to the S.W.A.T. Commander and Command Staff via email.
- V. Storage
  - A. The Bearcat is stored indoors at Fire Station 181. The ignition keys are hanging in the key box in position #63, and fire department bay door remote is located in the Watch Commander's desk.
- VI. Tactical Equipment
  - A. The Bearcat is equipped with specialized tactical equipment that may also be used. This equipment includes: entry tools, ballistic shields, ladders, etc.
  - B. During any Bearcat deployment all sworn personnel directly involved in the incident shall wear their issued ballistic helmet. The helmet shall be properly secured by the chinstrap.

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### **VII. Training**

- A. Pomona Police S.W.A.T. personnel will provide training to all sworn officers in the use and operation of the Bearcat and its specialized tactical equipment.

## PATROL 6-403

### 6-403.0 TITLE: AUTHORIZATION OF CLASS C UNIFORM DURING INCLEMENT WEATHER

Effective Date: 01-18-17 (Author Lt. C. Becker)

Revised Date: None

### 6-403.1 SYNOPSIS:

This procedure establishes the notification process for the Watch Commander to approve and make notification of that approval for the wearing of the Class C Uniform (as defined in the current Uniform Manual) for patrol personnel due to inclement weather conditions.

### 6-403.2 DEFINITIONS:

Class C Uniform – as defined in the current PPD Uniform and Equipment Manual.

Inclement or Severe Weather – is defined as extreme climatic or atmospheric conditions, i.e. Heavy rain, Hail, Flooding, and/or Ash & Smoke from fire incidents.

### 6-403.5 PROCEDURES

1. In the current 7/80 Watch Commander assignment schedule, the dayshift WC begins at 0500 hours daily. This start time is 1½ hours prior to the start time of any dayshift patrol squad and therefore provides the most opportunity to make notification that a Class C Uniform is approved for the day due to inclement weather. Based upon forecasted weather conditions, the dayshift WC is responsible for approving the use of the Class C Uniform for patrol officers for that day. Notification shall be made by sending out a department-wide email addressed to all “Sworn” personnel, that the Class C Uniform is approved for the day.
2. Patrol officers/supervisors are not authorized to arbitrarily determine, or assume, that the Class C Uniform is the approved uniform of the day. Only the on-duty Watch Commander has the authority to make the determination that the Class C Uniform is authorized for the day. Unless proper notification is made (as described above), it shall be deemed that the necessity does not exist and the Class C Uniform is not approved for that day.
3. In the event that weather conditions change during the day and the necessity for the Class C Uniform no longer exists, the on-duty WC shall cancel the authorization by again distributing a department-wide email, addressed to all “Sworn” personnel, indicating that the approval has been cancelled. Generally, the cancellation email should be sent out at least 1½ hours prior to the start of any subsequent shift to provide ample notification.
4. Conversely, the on-duty WC can authorize the use of the Class C Uniform throughout the day/night, should the weather conditions change and the use of the Class C Uniform becomes necessary. Again, this notification shall be made in the same manner, and should be given 1½ hours prior to the start of any subsequent shift to provide ample notification.



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5. Officers wearing the Class C Uniform, once authorization has been properly granted, shall not be required to change to a Class B uniform during the course of their shift if the authorization is subsequently cancelled.
6. Officers are reminded that they are required to have all proper uniforms and equipment (as defined in the Uniform and Equipment Manual) available for the start of their assigned shifts. Not having the proper Class B Uniform is not grounds for any officer to utilize the Class C uniform as a replacement.
7. This procedure does not pertain to any special assignment or detail where the use of the Class C Uniform is authorized as defined by the Uniform and Equipment Manual or is authorized by the Chief of Police or his/her designee.

## PATROL 7-101

### 7-101.0 TITLE: CITIZEN'S ARREST FOR 484 P.C., SHOPLIFTING

Effective Date: 5/3/84

Revised Date: 9/23/99 (Author: Sgt. K. Rogan)

### 7-101.1 SYNOPSIS:

Procedures for obtaining criminal complaints in Petty Theft, 484 P.C. - Shoplifting Citizen's Arrest Cases.

### 7-101.5 PROCEDURES:

#### I. Responsibilities Of A Private Person Making A Citizen's Arrest

- A. Provide to the transporting officer a detailed, signed, written statement, setting forth the circumstances of the arrest, including any statements made by the arrestee at the time of the arrest.
- B. Take charge of all stolen/recovered property, after the property has been marked for identification by the transporting officer(s), and store same for safekeeping, pending trial.
- C. Provide the transporting officer with a completed, signed, "Citizen's Arrest Information Sheet" (PPD Form 67).

#### II. Citizen's Arrest Information Sheet

- A. Complete a single copy of the form, obtaining the signature of the complainant in the space provided.
- B. The prisoner shall be patted down for weapons and detained, but not booked, until the Citizen's Arrest Form is signed.

#### III. Transporting Officer's Responsibilities

- A. The Transporting Officer shall submit an Arrest Report in which the following information shall be included.
  1. A synopsis of what occurred.
  2. The exact amount of cash money in the possession of the suspect at the time of the arrest.
  3. List all items stolen and recovered, and their value, at the conclusion of the narrative portion of the Arrest Report.

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4. Include both home and business addresses and telephone numbers of all witnesses listed on the Subpoena List.

IMPORTANT: If a witness is a security agent who is assigned to different stores, determine who the employer is, i.e., Home Base, Wal-Mart, etc., and use the business address and telephone number of the security agent's home security office.

- B. Advise the suspect of his Miranda Rights and attempt to obtain a lawful waiver. If a waiver is obtained, attempt to gain a confession covering the following points which will assist the D.A. in differentiating between shoplifting and commercial burglary.
  1. Admission of committing the theft.
  2. When and where the suspect formed the intent to commit the theft.
  3. Why the suspect committed the theft.
  4. When, where and why the suspect obtained any physical devices to aid in the theft (i.e., booster boxes, handbags, shopping bags, etc.).
- C. Forward all relevant paperwork, e.g., written statement, signed Citizen Arrests Information Sheets, etc., to the Log Steno to be attached to the Arrest Report.

## PATROL 7-120

### 7-120.0 **TITLE: VIOLATION OF PROBATION AND PAROLE CONFINEMENT HOLDS**

Effective Date: 10-20-87

Related Manuals: DET. 1-808, JAIL

### 7-120.1 **SYNOPSIS:**

To establish a procedure requiring an official written notice to arrest and/or confine a parole or probation violator in the Pomona City Jail.

### 7-120.2 **POLICY/OVERVIEW:**

It is the department's policy to require any probation agency/officer or state parole agency/officer to provide an official written notice/teletype abstract in order to confine a person charged with a respective violation for a period longer than two (2) hours in the Pomona City Jail.

The Los Angeles County Jail will not accept parole or probation violators without an official written notice/teletype abstract for confinement. Therefore, in the event that it becomes necessary to transfer a confined violator to the Los Angeles County Jail a written notice/teletype abstract will be available as required by the Los Angeles County Jail for acceptance.

The two (2) hour grace period should allow adequate time for telephone communication and teletype transmission. It also allows for a temporary holding of an in-custody who will not be lodged at the Pomona Jail, but transported to another facility, court, state prison or county facility as soon as that transportation is available.

### 7-120.3 **STATUTORY REFERENCES:**

3056 P.C. Legal Custody of Parolees; Right to Reimprison.

3060 P.C. Suspension, Cancellation and Revocation of Parolees; Notice Unnecessary; Warrant for Return

1203.2 P.C. Revocation of Probation Upon Rearrest.

### 7-120.4 **DEFINITIONS:**

Parole - A division of the Department of Corrections; Parole and Community Service Division. A state or federal function.

Probation - Generally a county function, defined as a "Conditional Sentence."

Probation/Parole Officers - Officers of the respective agencies authorized to carry out the legal function of that agency.

Written Notice/Teletype - An official document giving the Pomona Police Department or the Los Angeles County Sheriffs' Department the authorization to arrest and detain a particular

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person, identified by D.O.B. and physical description, for a particular crime/violation and giving the name and telephone number of a contact person for the authorizing agency and the name of the authorizing agency, i.e., California Department of Corrections, State Parole, Santa Ana, Los Angeles County Probation Department, Pomona Field Office. (Refer to Attached Examples.)

### 7-120.5 PROCEDURES:

#### A. Arresting Officer

##### 1. State Parole Agent or County Probation Officer Requests for Assistance

If contacted by a state parole agent or county probation officer who requests assistance in arresting a person for a respective violation, the officer, prior to the arrest, shall advise the respective agent that in order to lodge the arrestee in the Pomona City Jail, the agent will have to provide the jail with a "teletype hold" authorizing the detention of the arrestee in the Pomona Jail/L.A. County Jail within two (2) hours after the arrestee enters the jail facility.

##### 2. Officer Initiated Arrests

Where an officer makes a field arrest for a crime/s and during the processing of the arrestee either in the field or the jail, the officer determines the arrestee is on probation or parole the respective agency shall be contacted and verbal authorization given for a no bail violation hold. The officer must advise the person giving the verbal authorization that a "teletype hold" must be issued by the agency and received in the Pomona Police Department within two (2) hours or the arrestee will be cited out on the original charge, if conditions permit or subject to bail.

The officer shall note on line #14 of the booking slip (remarks) that "Agent J. Smith, Parole, Phone # advised at 1430 Hrs." The jail staff can then monitor the time requirement.

#### B. Watch Commander

##### 1. When advised by the jail staff that an official teletype hold has not been received within the two (2) hours time limit on a parole/probation violation charge, the Watch Commander shall recontact the respective agency and advise them that due to department policy he will authorize the violation charge be abrogated per 849(b)(1) P.C.

If, in the Watch Commander's opinion, special circumstances exist such as the teletype system being down for a period of time, or any other conditions that

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would legitimately delay the response from the authorizing agency, he may extend the time period for a reasonable length of time. That delay authorization shall be given in writing to the jailer in charge of the on-duty shift.

The Watch Commander shall submit a supplemental report indicating the reason for holding the prisoner beyond the two hour time limit.

## PATROL 7-130

### 7-130.0 TITLE: PROBABLE CAUSE DECLARATION FORMS

Effective Date: 4/21/93

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

Prior Revised Date: 11/1/93

Related Procedural Manuals: JAIL 2-090, GENERAL 710, RECORDS 3-430,  
DETECTIVE 1-830; CODE 5-050

### 7-130.1 SYNOPSIS:

Establishes a procedure for filling out Probable Cause Declaration Forms on all adult and juvenile arrestees.

### 7-130.2 POLICY/OVERVIEW:

It shall be the policy of this Department to complete a Probable Cause Declaration Form on all adult and juvenile arrestees that our personnel will hold in custody for arraignment, at either our facility or at any other law enforcement facility.

### 7-130.5 PROCEDURE:

#### I. Arresting Officer

- A. The arresting officer shall complete the Probable Cause Declaration Form on all adult and juvenile prisoners remaining in custody for arraignment.
- B. The arresting officer shall make a copy of the completed Probable Cause form and add it to the transportation packet of the juvenile(s) transported to another agency, and who are staying in custody to be arraigned.
- C. It is the ultimate responsibility of the arresting officer to ensure that the Probable Cause Declaration is completed.
- D. The completed Probable Cause Declaration, for adult or juvenile prisoners, will be given to the booking jailer.

#### II. Jail Personnel

- A. The booking jailer, upon receiving the completed adult or juvenile Probable Cause Declaration Form from the arresting officer, shall place it in the designated holding receptacle within the jail.
- B. On Saturdays, at 1230 hours, the designated jailer shall collect the completed Probable Cause Declaration Forms and will fax them to the on-call judge.

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Note: A list of on-call judges and their fax and telephone numbers shall be maintained by the Jail.

- C. CAUTION: The on-call judge signs, dates, and returns all the PCD's. However, the on-call judge also marks "IS" or "IS NOT" a probable cause at the bottom of the form.
- D. The designated jailer shall make two copies of all the Probable Cause Declarations returned, signed, dated, and marked "IS" or "IS NOT" for prisoners who are no longer in custody. One copy shall be forwarded to the Detective Bureau and the second copy shall be attached to the original PCD and forwarded to the Records Bureau.
- E. The designated jailer shall make three (3) copies of the Probable Cause Declaration Forms returned to the Jail signed, dated, and marked "IS" by the on-call judge, for prisoners in custody at the Pomona Jail. One copy will stay on the prisoner's locker, the second copy shall be forwarded to the Detective Bureau, and the third copy will be attached to the original PCD and given to the designated Records Bureau personnel.
- F. The assigned jailer shall separate the PCD's signed, dated and marked "IS" by the on-call judge for prisoners who are at the Los Angeles County Jail. The assigned jailer shall make sure there is a correct Los Angeles County booking number clearly printed on each one of these PCD's. The assigned jailer shall make two (2) copies of each PCD. One copy shall be forwarded to the Detective Bureau, and the second copy will be attached to the original PCD and delivered, with a brief instruction by the assigned jailer, to the designated Records Bureau personnel. Records shall fax them to Twin Towers.
- G. The assigned jailer shall make two copies of the PCD's signed, dated and marked "IS NOT," for prisoners housed at the Los Angeles County Jail. Clear and correct Twin Towers booking numbers shall be on them. One copy shall be forwarded to the Detective Bureau and the second copy shall be attached to the original PCD and they shall be given to the designated Records Bureau personnel with a brief instruction, so that the designated Records Bureau personnel teletypes a message to Twin Towers instructing them to 849(b)(1) PC the prisoner on that charge.
- H. The assigned jailer processing signed PCD's shall notify the Senior Jailer or Jailer in Charge about every PCD marked "IS NOT" when the prisoner is in our custody and does not have any other holds, before releasing the prisoner under section 849(b)(1) of the California Penal Code.



## PATROL 7-130

- I. The assigned jailer processing signed PCD's shall notify the Senior Jailer or the Jailer in Charge when the prisoner shall be cited on the hold(s) because the returned signed PCD is marked "IS NOT." The notification must be made before releasing the prisoner.
- J. The Senior Jailer or Jailer in Charge will notify the on-duty Watch Commander of the 849(b)(1) PC or Cite releases due to returned signed PCD's marked "IS NOT." This notification shall be made before the prisoners are released.
- K. All the probable Cause Declaration forms turned in after 1300 hours on Saturday shall be placed in the designated receptacle. These forms shall be picked up by the Detective Bureau on the following Monday morning.
- L. On those weekends when a holidays falls on a Monday (and the courts are closed), the designated jailer shall perform on Sunday the procedures set forth on Section II.

### III. Records Bureau Personnel

- A. Records personnel shall place the original Probable Cause Declaration form and the form signed by the judge in the appropriate Record's file.
- B. If the arrestee is in custody in a facility other than the Pomona City Jail, Records shall fax the Probable Cause Declaration form marked "IS" to that facility. However, Records shall send to that facility an 849(b)(1) PC teletype on all PCD's signed, dated, and marked "IS NOT."

### IV. Watch Commander

Any questions the judge may have stemming from Probable Cause Declarations which cannot readily be answered by the Watch Commander will require the Watch Commander to order in an on-call Detective to complete any follow-up.

- V. The Probable Cause Declaration forms will not be needed in the following situations:
  - A. Warrant arrest.
  - B. Cash bail or bond release at time of booking.
  - C. Cite out after six hours in custody.
  - D. In any other case when the prisoner will not be held in custody until arraigned.

## PATROL 7-201

### 7-201.0 TITLE: CERTIFICATE OF DETENTION AND RELEASE

Effective Date: 5-7-84

Revised Date: 12-22-09 (Author: Sergeant Iain Miller)

Related Procedural Manual: DET. 1-802

### 7-201.1 SYNOPSIS:

A procedure for issuing Detention and Release Certificates to persons who are taken into custody by members of this Department.

### 7-201.3 STATUTORY REFERENCES:

849 P.C. - Detention, not an arrest.

849.5 P.C. - Record of release.

851.6 P.C. - Release Certificate signed by the officer.

### 7-201.5 PROCEDURES:

#### I. General Policy

- A. In any case in which a person is arrested and released pursuant to paragraph (1) or (3) of subdivision (b) of California Penal Code Section 849, the person shall be issued a certificate (PPD Form-48) signed by the releasing officer or his superior officer, describing the action as a detention.
- B. In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate (PPD Form-48) by the releasing officer describing the action as a detention.
- C. Prior to anyone being released from the Pomona City Jail pursuant to 849 b (1) the Watch Commander should be notified and advised of the facts surrounding the arrest and proposed release. The Watch Commander will make the decision whether or not to release the person. The name of the Watch Commander authorizing the release should be included in the appropriate report. Personnel releasing subjects as a result of the District Attorney's Office not filing the case are exempt from this procedure.

In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate (PPD Form-48) by the releasing officer describing the action as a detention.

## PATROL 7-210

### 7-210.0 TITLE: TERMS OF PROBATION FILE

Effective Date: October 7, 1986

Related procedural manuals: Det. 4-101

### 7-210.1 SYNOPSIS:

Procedures for use of terms of probation file.

### 7-210.2 POLICY/OVERVIEW:

Due to the increased volume of drug related arrests, the courts are often granting probation to the offender, with specific terms that can assist officers in conducting narcotic related investigations.

So that officers have this information available when needed, a file has been developed and maintained in Communications that contains the name, D.O.B., physical description, court case no., and terms of probation of all narcotic probationers arrested since January 1985.

Proper use of this file should assist officers in making lawful arrest and searches of probationary narcotic offenders and curb the growing narcotic problem.

### 7-210.3 STATUTORY REFERENCE

#### I. Case Law

- A. General Rule-The police do not need consent, search warrant, or probable cause for arrest to search a person, car or residence of a probationer who, as a condition of probation is required to submit to a search without warrant upon request. He has voluntarily given up rights in order to get probation (PEOPLE v MASON, 5 Cal 3d 759).
- B. Limitation on right to search - "A peace officer may exercise the authority of a general search order only when he knows a known probationer is conducting himself in a manner that suggests resumption of misconduct that brought about the condition of probation." PEOPLE v. BREMMER, 30 ca 3d 1058).

### 7-210.5 PROCEDURE

- I. When an individual is encountered that an officer suspects to be involved in a narcotic related offense;
  - A. Identify subject
  - B. Advise communications of the identity

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- C. Request communications to check the terms of probation file to ascertain:
  - 1. If the Subject is on probation
  - 2. Expiration of probation
  - 3. Terms of probation
- II. If the subject is on probation, and the terms of probation include search and seizure.
  - A. Proceed with search of subject for a contraband, keeping in mind the limitation of your right to search.
  - B. You may search the following:
    - 1. Person
    - 2. Car
    - 3. Residence
- III. If you find contraband during the search of the probationer.
  - A. Book suspect for appropriate charge, not the violation of probation.
  - B. Book evidence, and give receipt to the probationer.
  - C. Write an arrest report, and include in your report:
    - 1. Court case number authorizing the terms,
    - 2. Terms of probation
    - 3. Conduct of suspect
    - 4. Results of suspect
- IV. If no contraband is found during search of probationer, fill out a field interrogation card and turn in for processing.

## PATROL 7-301

### 7-301.0 TITLE: IN CUSTODY INTERVIEWS

Effective date: 4-25-86

Related Procedural Manuals: Detective 1-806

### 7-301.1 SYNOPSIS:

Procedure for officers and investigators for using the sound proof Interview Room located in the Jail.

### 7-301.2 POLICY/OVERVIEW:

This sound proof room provides a secure environment for the Patrol Officer or Investigators to compile his investigations through interviews.

This room is not to be used by attorney/client, clergy, or any other person who might be afforded privileged communications.

This room shall be used for all booked prisoner interviews, **EXCEPTION**; those interviews with previous approval from Detective Supervisor and with W.C. notification.

Booked prisoner shall not be moved from the jail for purpose of interview without approval of the W.C. or approval of Detective Supervisor and notification to W.C.

### 7-301.3 STATUTORY REFERENCES:

People v. Crowson 33 Cal 3d 623 - 190 / Donaldson v. Superior Court 35 Cal 3d 196 / Proposition 8 (Victims Bill of Rights).

### 7-301.4 DEFINITIONS:

Interview Room (#126): A specifically equipped and modified sound proof room in the Jail facility. Not to be used as a holding cell. Officers are required to be within hearing distance at all times when the room is occupied by an in custody.

### 7-301.5 PROCEDURES:

- I. Preparation for Interview
  - A. Test recording equipment.
  - B. Obtain cassettes.
  - C. Check for proper lighting.
  - D. Check furniture location.

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- E. Initiate request for jail staff to locate and prepare the "in custody" for interview.
  - F. Make specific request to Jail staff to ensure partial isolation of Interview Room area.
  - G. Notify Jailers of your availability (or by who) of being interrupted or not during interview.
- II. Interview
- A. This room is not restricted, you will be able to smoke and drink beverages.
- III. After Interview
- A. Secure tape and taping equipment.
  - B. Notify Jailers for cleaning and removal of trash to have room in order for next interview.

## PATROL 7-400

### 7-400.0 TITLE: MINOR DECOY PROGRAMS

Effective Date: 01-28-99 (Author: S/P J. Crabb)  
Related Procedural Manuals: Detective 5-599

### 7-400.1 SYNOPSIS:

Procedures for selection and utilization of minors for use as decoys in alcoholic beverage control operations.

### 7-400.2 POLICY/OVERVIEW:

To set forth policies and procedures that will meet all departmental and State of California regulations.

### 7-400.3 STATUTORY REFERENCES:

Title 4, Division 1, California Code of Regulations, Section 141 (minor decoy requirements).  
California Constitution, Article XX, Section 22.  
25750 B/P.  
25658 B/P.  
*Provigo v. Alcoholic Beverage Control Appeals Board* 7 Cal. 4th 561, 28 Cal. Rptr. 638.

### 7-400.5 PROCEDURES:

- I. Minor decoy requirements established by the State of California Code of Regulations.
  - A. A law enforcement agency may only use a person under the age of 21 years to attempt to purchase alcoholic beverages to apprehend licensees, or employees or agents of licensees who sell alcoholic beverages to minors (persons under the age of 21) and to reduce the sales of alcoholic beverages in a fashion that promotes fairness.
  - B. The following minimum standards shall apply to actions filed pursuant to Business and Professions Code Section 25658 in which it is alleged that a minor decoy has purchased an alcoholic beverage:
    1. At the time of the operation, the decoy shall be less than 20 years of age. No Explorer Scouts may be used per Boy Scouts of America policy;
    2. The decoy shall display the appearance which could generally be expected of a person under 21 years of age, under the actual circumstances presented to the seller of alcoholic beverages at the time of the alleged offense;

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3. A decoy shall either carry his or her own identification showing the decoy's correct date of birth, or shall carry no identification; a decoy who carries identification shall present it upon request to any seller of alcoholic beverages;
  4. A decoy shall answer truthfully any questions about his or her age;
  5. Following any completed sale, but not later than the time a citation, if any, is issued, the peace officer directing the decoy shall make a reasonable attempt to enter the licensed premises and have the minor decoy who purchased alcoholic beverages to make a face identification of the alleged seller of the alcoholic beverages.
- C. Failure to comply with this rule shall be a defense to any action brought pursuant to Business and Professions Code Section 25658.
- D. All decoys shall be interviewed by ABC personnel prior to being utilized as a decoy. This process will allow the Alcoholic beverage Control Department to update the decoys on standards for administrative hearings.

### II. Notification

- A. All licensees should be notified of the decoy program by the Pomona Police Department personnel in charge of the Decoy Program or a representative of the Alcoholic Beverage Control Department. Upon request, the Alcoholic Beverage Control Department will assist in mailing notifications. The objective of this notification is to minimize the sale of alcoholic beverages to minors. It is suggested that the local press be notified of the Decoy Program. This will give retail licensees a second notification and will, hopefully, elicit editorial and community support. To avoid complaints of discrimination, all off-sale and on-sale premises within our jurisdiction should be visited by the Decoy Program Unit.
- B. After the completion of every minor decoy program performed under this subdivision, the law enforcement agency using the decoy shall notify licensees of the results of the program.

### III. Selection Of Decoy

- A. The decoy should be 18 or 19 years of age and have the general appearance, mannerisms and dress of a person under 21 years of age.
1. If a male is selected, he should not be big in stature or have a beard or mustache.
  2. If a female is selected, no make-up should be used and minimal jewelry should be worn.



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- B. The decoy should also be willing and able to testify in court, if necessary.
- C. It is important that the decoy has never previously purchased alcoholic beverages or used false identification.
- D. Have an Investigator from the Department of Alcoholic Beverage Control view the selected decoy prior to the operation.

### IV. Operation Procedures

- A. Photograph the decoy prior to the shift to verify dress and appearance. Photograph is maintained at the Special Problems Unit with ABC Liaison. Photocopy the buy money (a \$5.00 bill) and include a copy with each arrest report. If the decoy is under 18 years of age, have the decoy's guardian read and sign the "CITY OF POMONA SAVE HARMLESS & INDEMNIFICATION AGREEMENT", prior to any decoy participating in any decoy operation.
- B. Instruct the decoy to enter the store, select a single item of alcohol, i.e., a six-pack of beer or a bottle of wine, and place it on the counter with a \$5.00 bill.
- C. Avoid calling on any location during rush hour.
- D. Advise the decoy not to initiate any conversation unless it is necessary to order the beverage.
- E. If the decoy is questioned about age, the decoy should either state his/her age or present true and correct identification. Under no circumstances should the decoy lie to induce a sale.
- F. Have the decoy under constant surveillance of a regular officer. If feasible, the officer should be inside the store in a position to see and hear the entire transaction. This allows the officer to view the misdemeanor sale of alcohol and offer corroborating testimony at subsequent criminal and ABC administrative hearings.
- G. After the sale is complete, the decoy should be stopped by the officer and escorted back into the premises by the officer to make an immediate confrontation with the seller in order to elicit any statements. If the owner or manager is present, they should be apprised of the violation and be given a chance to view the decoy.
- H. Seize the buy money, change, alcohol and register receipt as evidence and retain until both the criminal and ABC administrative cases are resolved. Note whether any video recording devices are in use in the premises.
- I. The officer should then issue the seller a misdemeanor citation for violation of Section 25658(a) B&P, Selling alcohol to a person under the age of 21 years.

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- J. Forward a copy of the completed case report to the Department of Alcoholic Beverage Control for administrative action.

## PATROL 7-401

### 7-401.0 **TITLE: ARRESTS IN POMONA MUNICIPAL COURTROOMS**

Effective Date: 5-7-84

Related Procedural Manual: Det. 1-305

### 7-401.1 **SYNOPSIS:**

Establishes specific procedures for making arrest in Pomona Municipal Courtroom.

### 7-401.2 **POLICY/OVERVIEW:**

The following procedures have been adopted in order to avoid interruptions in the Pomona Municipal Courtroom proceedings.

### 7-401.5 **PROCEDURES:**

#### I. General Policies

A. Members of this Department who encounter and recognize a person in a Pomona Municipal Courtroom who has an outstanding warrant or who is wanted for other reasons, shall do the following:

1. Confirm the warrant or want through Pomona Police Department Records or Communications Department.
2. If the warrant or want is still valid, request back up officers as needed.
3. Notify the court bailiff to advise the presiding judge of the circumstances.
4. When the judge gives permission, arrest and book the suspect if applicable.

NOTE: In some cases where a suspect has an outstanding warrant out of the Pomona Judicial District, the judge may order the suspect held at the court lock-up facility. In cases such as this, no arrest or booking at Pomona Police Department would be required.

## PATROL 7-402

### 7-402.0 **TITLE: BOOKING PROCEDURE FOR PRISONERS UNDER INFLUENCE OF PCP**

Effective Date: 5-7-84

Related Procedural Manual: Det. 4-402

### 7-402.1 **SYNOPSIS:**

Medical Evaluation and Booking Procedures for persons under the influence of PCP.

### 7-402.5 **PROCEDURE:**

#### I. Medical Examination

- A. Any person suspected of being under the influence of PCP (Angel Dust) whether violent or not, shall be transported directly to Pomona Valley Community Hospital (PVCH) for an examination prior to booking.

#### II. Booking Procedures

##### A. Male And Female Juveniles

- (1) Juveniles not released to their parents will be transported directly for booking to Los Angeles County General Hospital Jail Ward, 13th Floor. Prior to leaving Pomona, a call shall be made to Juvenile Hall Intake for admitting arrangements (213) 226-8506. Prior to leaving PVCH, the arresting Officer shall telephone Pomona City Jail and obtain a booking number for the juvenile. The Los Angeles County Booking Form shall be completed prior to arrival at the County facility. Upon arrival at the 13th Floor, the arresting Officers shall advise the Intake personnel at that location that the juvenile is in custody and that clearance for booking has been obtained from Juvenile Hall Intake. The Officers will be given copies of paperwork from the 13th Floor, leave the juvenile in the custody of the Sheriff at the 13th Floor, and then drive to Central Juvenile Hall Intake (Old East Lake Juvenile Hall), one block north of USC Medical Center. Juvenile Hall will be given the appropriate paperwork and will respond and pick up the juvenile at the 13th Floor after he/she has been observed by the doctors at the 13th Floor. The Officers will then return the blue copy of the booking slip and a completed copy of the prebooking form to the on-duty Jailer at the Pomona City Jail.

##### B. Adults

- (1) After medical examination, all adult PCP prisoners who are or have been combative or violent will be transported as follows:

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- a) Male Adults - will be transported to IRC at the Main County Jail. As the Officer approaches the Booking Office, he/she will be contacted by a nurse from the LASO Medical Bureau, who will evaluate the in-custody. If the in-custody is accepted he will be lodged at the "Back Door". If he is not accepted, he will then be walked over to the Main Booking area where he will be booked.
- b) Female Adults - If violent or unable to walk, subject will be transported to LAGH, 13th Floor, for evaluation. If approval for booking is received, she will be transported to SBI and booked per the procedures.

### III Non-Combative Subjects

- A. Any person who is suspected of being under the influence of PCP and is not or has not been combative and has been given approval for booking by PVCH may be booked at Pomona City Jail. During transportation in the Police unit the prisoner shall be immobilized for the prisoner's and Officer's safety through the utilization of handcuffs and ankle restraining rope.

NOTE Any person who exhibits, during the time of arrest or during the time of booking, violence, stupor or coma, will not be booked at the Pomona City Jail.

## PATROL 7-403

### 7-403.0 TITLE: TRANSPORTATION OF PERSON IN POLICE VEHICLES

Effective Date: 5-7-84

Related Procedural Manual: DET. 1-302

### 7-403.1 SYNOPSIS:

Guidelines for civilian and prisoner transportation, transportation of prisoners in caged and non-caged vehicles and PCP prisoner transportation.

### 7-403.5 PROCEDURE:

#### I. Civilian Transportation

- A. All civilians, off duty Police Officers, on duty Police Officers from other agencies, transported for the purpose of a Ride-Along, shall have the approval of the on-duty Watch Commander prior to being transported in a Police vehicle.
- B. Civilians being transported to and from Court as witnesses for the prosecution, for the purpose of a formal line-up, or any other Court procedure or District Attorney's investigation, shall have prior approval of either the on-duty Watch Commander or the Detective Bureau Commander.
- C. Civilians who are stranded, lost, deprived of their transportation through accident or as victims of a crime, may be transported from their location to another location within the City, with the approval of the Field Supervisor or the on-duty Watch Commander. Prior to the transportation, Officers shall advise Communications of the nature of the transportation, their starting location, and probable destination. If the person to be transported is a female, the Officer shall give his starting and ending mileage to Communications.
- D. In case of an emergency situation where the Officer is unable to advise Communications, such as a power failure, civil disorder or disaster, the Officer shall use discretion based on the totality of the existing conditions. The name, address and date of birth of the person transported, time and date, location to and from and reason for the transportation shall be recorded. This information will be supplied to the Communications Department and the on-duty Watch Commander as soon as practical, or at the end of that assigned shift.

#### II. Prisoner Transportation

- A. All prisoners being transported in a Police vehicle shall be given a field search by the transporting Officer prior to the transportation. Female prisoners shall have any items which have potential of being weapons removed from their person; high heeled shoes, purses, combs and jackets or coats.

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- B. All adult prisoners shall be handcuffed with handcuffs double locked, hands behind back and secured in their seats with the vehicle seat belts.
  - 1) The handcuffing of extremely young juveniles, elderly adults or prisoners with physical abnormalities may be left with the discretion of the transporting Officer. However, they shall be secured with a seat belt, allowing for any physical abnormalities. Prisoner custody and security is the responsibility of the arresting/ transporting Officer.

### III. Female Prisoner Transportation

- A. Female prisoners shall be transported in the same manner and seating arrangement as male prisoners.
- B. Male Officers transporting female prisoners shall give starting mileage and ending mileage to Communications.
- C. Officers transporting female prisoners out of the City shall record their ending mileage and report same to Communications upon their return to the City.
- D. It shall be left to the discretion of the Watch Commander as to transportation arrangements of female prisoners out of the City.

### IV. Non-Caged Vehicles

- A. One Officer and one prisoner with the prisoner in the right front seat.
- B. Two Officers and one prisoner with the prisoner seated in the right rear seat and the second Officer seated in the left rear seat.
- C. Two Officers and two prisoners with a prisoner in the right front seat and right rear seat with second Officer in the left rear seat.
- D. Two Officers with three prisoners, second Officer in the left rear seat, first prisoner in the right rear seat, second prisoner in the right front seat and third prisoner in middle rear seat.

### V. Caged Vehicles

- A. It is extremely important that the transporting Officer with a caged unit personally conducts a field search of all prisoners he/ she transports.
- B. If a prisoner is of the opposite sex, the transporting Officer shall make every effort within legal confines to ensure the prisoner may be safely transported.

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- C. The standard procedure for transportation of prisoners in a caged vehicle is the Officer/ Officers in the front and the prisoners in the rear seat, handcuffed with hands behind their backs, and secured with seat belts.
- D. A single transporting Officer shall transport no more than two prisoners without the authorization of a Field Supervisor.
  - 1) A Field Supervisor has the discretion to authorize more than two prisoners to be transported by a single transporting Officer based on age, physical size, nature of offense and demeanor of prisoners to be transported.

### VI. PCP Prisoner Transportation

- A. The single greatest hazard to Police Officers in the transportation of PCP intoxicated subjects other than their obvious violent nature is the possibility of ether intoxication. To prevent the possibility of ether intoxication, the following procedure shall be adhered to when transporting PCP intoxicated prisoners:
  - 1) All PCP intoxicated prisoners who are unconscious, semi-conscious, severely injured or in the arresting Officer's opinion, too violent to be placed in the confines of a Police vehicle, shall be transported to the hospital by ambulance. The arresting Officer or the Field Supervisor at the scene shall ensure that adequate Police personnel are assigned to accompany the prisoner in the ambulance.
  - 2) All PCP intoxicated prisoners who are capable of being transported by Police vehicle shall be, when possible, secured by a seat belt and at all times shall have their feet secured with a PCP rope.
  - 3) Prior to leaving the scene or the hospital, the transporting Officers shall ensure that all four windows of the Police vehicle are rolled down at least four inches and the blower, vent or air conditioning unit is engaged and blowing air into the interior of the transporting vehicle. Forced ventilation is required to prevent ether intoxication of the transporting Officer/Officers.



## PATROL 7-404

### 7-404.0 TITLE: MEDICAL TREATMENT OF PRISONERS

Effective Date: 5-7-84

Revised Date: 2-19-87

Related Procedural Manuals: JAIL. 3-200, DET. 1-801; TRAFFIC 5-005

### 7-404.1 SYNOPSIS

Procedures to be followed in providing medical treatment to sick or injured persons taken or being taken into custody by this Department.

### 7-404.2 POLICY OVERVIEW:

The Los Angeles County Department of Health Services is responsible of reimbursing hospitals and physicians for emergency medical care rendered to persons in custody prior to booking.

To receive treatment at Pomona Valley Community Hospital for an arrestee prior to booking at the Pomona City Jail, a form has been supplied by the Department of Health Services. The form number is 7614726-85. The form is composed of four parts and will be provided to the officer by the Emergency Room Clerk at Pomona Valley Community Hospital.

To qualify for payment, the following conditions must be met:

1. Person must be in custody for violation of a county, state, or federal law.
2. The severity of the medical emergency must be such that a prudent person would consider it necessary to obtain care from the nearest hospital. (All other cases must be taken to the nearest county facility for care.)

### 7-404.5 PROCEDURES

- I. Officers Responsibilities Prior to Booking
  - A. When applicable, transport the arrestee directly to Pomona Valley Community Hospital Emergency Room for the necessary medical treatment.
  - B. Inform the Emergency Room Clerk that the arrestee is in need of medical attention.
  - C. The officer shall complete form #7614726-85 provided by the Emergency Room Clerk. The hospital will retain three copies and provide the officer with one copy. The copy of the form that is provided to the officer shall be attached to the police report when submitting the report for approval.

NOTE: On Form 7614726-85 provide all requested information.

## PATROL 7-404

- D. There will be situations where officers obtain the booking number and destination after leaving the hospital; the transporting officer shall call PVCH and advise the admitting clerk of the booking number and destination.

The transporting officer shall indicate in his report, or supplemental report, the name of the clerk who received the information.

- E. If applicable, make certain that the arrestee signs the hospital's Informed Consent Form at PVCH. (This form is printed on the medical chart.)
- F. After obtaining medical release, complete the remaining steps involved in the booking procedure.

### II. Medical Treatment For Prisoners AFTER BOOKING

#### A. Transporting Officers Responsibilities During Life Threatening Medical Needs

1. Transport prisoner from Jail to PVCH Emergency Room, using an ambulance when necessary.
2. Observe admitting procedures.

NOTE: Form #7614726-85 is not necessary on prisoners that have already been booked at the Pomona City Jail and require subsequent medical treatment. All after booking medical expenses are the responsibility of the City, therefore the form is not needed.

3. Have arrestee sign hospital's Informed Consent Form.
4. Transport prisoner back to Jail - if medically cleared, to house in Pomona Jail facility.
5. If not medically cleared to house in Pomona Jail, transport to Los Angeles County Medical Center, 1200 N. State Street, Los Angeles, CA. 90033.
6. Prepare and submit a Supplementary Report (PPD-18) regarding the incident.

#### B. Transportation Officer's Responsibilities During Non-Life threatening Medical Needs.

1. Receive booking package, transfer record and prisoner's property from Jailer.

## **PATROL 7-404**

2. Transport prisoner to L.C. Jail facility.
3. Prepare and submit a Supplementary Report (PPD-18) regarding the incident.

## PATROL 7-405

### 7-405.0 TITLE: ISSUANCE OF BUSINESS AND PROFESSION CODE CITATIONS

Effective Date: 5/7/84

Revised Date: 1/15/98 (Author: Lt. Watts)

### 7-405.1 SYNOPSIS:

To establish Department procedures governing the issuance of citations for Business and Profession Codes.

### 7-405.5 PROCEDURES:

#### I. Adult Violators

- A. Adults (any person eighteen years or older) shall be cited to appear in the Pomona Municipal Court at 0830 hours.
- B. The court date assigned will be on Monday through Friday, at least 45 calendar days after the date of the offense.
- C. The citation shall be accompanied by an Officer's First Report (PPD Form-265) documenting the incident.

#### II. Juvenile Violators

- A. If it is determined that the juvenile offender is to be released and processed through a non-detained petition, the handling officer shall issue a Citation/Notice to Appear to the juvenile **and** to his/her parent or guardian. The appearance location is: Juvenile court, 400 Civic Center Plaza, Pomona, CA. Both Citation/Notice to Appear shall require the same appearance date in juvenile court. That date shall be for no less than 60 days or more than 64 days from the citation date.. The officer will also ensure that co-defendant juveniles are cited for the same court appearance, unless the Citation/Notice to Appear are issued on different dates. The officer will note above the Citation/Notice to Appear number, "Juvenile Court," and attach the Citation/Notice to Appear to the report. This will assist the Records Bureau in processing the report.

The parent or guardian that the juvenile is released to shall be identified by driver's license or identification card when possible and a photocopy of the driver's license or identification card placed with the report. Should the juvenile or parent/guardian refuse to sign the Citation/Notice to Appear, the officer will indicate on the signature line, "advised of court date, refused to sign."

- (1) In cases in which the violator is a juvenile (any person under the age of 18 years), the investigating Officer shall submit an Officer's First Report, PPD Form 265, detailing the incident.

## PATROL 7-405

- (2) Officers shall also complete a Juvenile Investigation Report, PPD Form 21B, and attach the Juvenile Report to the Officer's First Report.

### III. One Incident - Combination Of Adult And Juvenile Offenders Involved.

- A. If a combination of two or more juvenile and adult offenders are involved in the same incident, only one report on an Officer's First Report (PPD Form-265) is required.
  - (1) Only the adult offender will be cited into the Pomona Municipal Court.
  - (2) Juvenile offenders will be listed in the suspect section of the report, along with the necessary suspect description and information.
  - (3) Juvenile offender and parent handled per Section II above.

## PATROL 7-407

### 7-407.0 **TITLE: RESPONSIBILITY FOR DETERMINING BAIL**

Effective Date: 5-9-84

Related Procedural Manual: DET. 1-803

### 7-407.1 **SYNOPSIS:**

Criteria for raising bail in specific cases with extenuating circumstances.

### 7-407.2 **POLICY/OVERVIEW:**

The attending Jailer shall have responsibility for determining the appropriate amount of bail for persons arrested on an open charge, in accordance with the approved bail schedule.

### 7-407.5 **PROCEDURE:**

A determining factor for raising a suspects bail may include a prior arrest of the same or similar offenses, statements threatening to do bodily harm upon release, intents to leave the area after posting bail, etc.

Any questions regarding the amount of bail set will be reviewed by the Watch Commander. After evaluating all pertinent data, the Watch Commander shall advise the officer on what action to take.

## PATROL 7-410

### 7-410.0 **TITLE: ARREST AND DETENTION OF AWOL MILITARY PERSONNEL**

Effective Date: 4-17-2000 (Author: Corporal Chico)

Xref: REC. 7-703

### 7-410.1 **SYNOPSIS:**

To establish a procedure for the arrest and detention of United States military personnel who desert or who AWOL from their branch of service.

### 7-410.2 **POLICY/OVERVIEW:**

It is the Pomona Police Department's policy that when field officers come in contact with U.S. military personnel who have either deserted, or who are AWOL (Absent without Leave) from their respective branch of service, that these subjects be detained at the Pomona City Jail. The deserters/AWOL subjects will be received at any military installation that is manned by active duty personnel.

### 7-410.3 **STATUTORY REFERENCES:**

#### **Article 8 of the United Code of Military Justice (UCMJ) (reference [b]):**

Any civil officer having authority to apprehend offenders under the laws of the United States may apprehend a deserter from the armed forces and deliver him/her into the custody of those forces.

#### **RCM 302 (b) (3) of the Manual for Courts-Martial (reference [c]):**

Civilian enforcement authorities may apprehend absentees (AWOL subjects) when requested to do so by military or federal authorities.

#### **836 PC:**

“Any peace officer may arrest a person in obedience to a warrant...”

### 7-410.4 **DEFINITIONS:**

1. **Deserter** – A member of the Armed Forces who has been absent without leave from his/her military duty for 30 consecutive days.
2. **AWOL** – Any member of the Armed Forces not classified as a deserter who is absent without military authority from his or her unit, organization, or other place of duty at which he or she is required to be.

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**7-410.5 PROCEDURES:**

I. Officer's Responsibilities.

A. Upon making contact with a person who has deserted or is AWOL from the U.S. Military, the investigating patrol officer shall have the following responsibilities:

1. After establishing the identity of the subject, run a want and warrants check through the Orange operator. If the subject is in fact a U.S. Military deserter, an NCIC hit will indicate so. A subject who is AWOL will not have an NCIC hit.
2. If the subject is AWOL from the military, telephone the deserter/AWOL hotline listed below and confirm that the subject is, in fact, AWOL. Military personnel will authorize the arrest and detention of the AWOL subject. If an arrest of the AWOL is authorized, the arrest charge is "**MANUAL FOR COURTS-MARTIAL, SECTION RCM 302 (b) (3) REFERENCE (C).**"
3. Once an NCIC deserter hit is confirmed, arrest the subject and transport him/her to Pomona City Jail for booking and detention.
4. Complete a booking slip on the deserter or AWOL subject. If the subject is a deserter and has no outstanding warrants or any open charges, arrest and book him/her for violation of "**ARTICLE 8 OF THE UNITED STATES CODE OF MILITARY JUSTICE (USMJ) (REFERENCE (b)).**"
5. Have Jail personnel pull the deserter warrant from the system. If no warrant has been placed in the system, carefully check for a contact phone number on NCIC message and call the number listed and be guided by military authority instructions.
6. Telephone the deserter/AWOL hotline and make arrangements with the proper branch of service to take custody of the deserter/AWOL subject. The following are the numbers for the Armed Forces:

<b>ARMY</b>	<b>(317) 510-3711/12</b>	<b>24 HOURS</b>
<b>NAVY</b>	<b>(847) 688-2106/07</b>	<b>24 HOURS</b>
<b>MARINES</b>	<b>(703) 614-3376</b>	<b>24 HOURS</b>
<b>AIR FORCE</b>	<b>(800) 531-5501</b>	<b>DAY HOURS</b>
	<b>(800) 433-0048</b>	<b>NIGHT HOURS</b>



## PATROL 7-410

### II. Reporting Responsibilities:

- A. Officers who have processed any deserter/AWOL subject at Pomona City Jail shall document the incident on a first report (PPD Form 16).
  - 1. The incident shall be classified as “Assist other agency.”
  - 2. List the deserter/AWOL subject as “subject-1.” Include the subject’s rank in the “occupation” box and branch of service in “employer” box.
  - 3. Include a brief narrative of circumstances of contact.
  - 4. In the narrative, include the name, branch of service, and rank of the military personnel who were contacted.
- B. If an arrest on an individual is made on a warrant deserter, the report should be “warrant arrest.”
  - 1. If no warrant but held for military pick-up, the report should be “AOA – Deserter.”
  - 2. If detained for AWOL, then complete an “AOA Report” and release the individual to the military.
- C. Military “Pick-up” of AWOL/Deserter once the proper branch of service is telephonically notified, a request for pick-up is conducted by the nearest manned military base/installation.
  - 1. In the event that there is an unreasonable delay by the military to pick the detainee up, then the Senior Jailer shall notify the Watch Commander.

**7-412.0 TITLE: PRESCRIPTION DROP BOX USE AND MAINTENANCE**

Effective Date: 01-07-2014 (Author: Lt. E. Vazquez)

Revised: N/A

**7-412.1 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.

**7-412.2 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.

**7-412.3 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 a single individual.
- III. Commercial medication: All other Medication in large quantities that is normally associated with commercial sales or use.

**7-412.5 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.

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- III. The Front Desk Community Service Officers shall remove, inventory, package 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.
- 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.

## PATROL 7-500

### 7-500.0 TITLE: TEMPORARY RELEASE OF PRISONERS

Effective Date: 7-20-87

Related Procedural Manuals: Detective 1-807, Jail 179

### 7-500.1 SYNOPSIS:

Procedure to be followed when the temporary release of a prisoner is requested.

### 7-500.2 POLICY/OVERVIEW:

Prisoners who have been booked into our jail or are in the process of being booked may be temporarily released with prior approval. Temporary release of prisoners will allow the additional follow-up on crimes they may be involved in or have knowledge of. The procedure for their release will help to insure that proper security is maintained for the prisoner.

### 7-500.5 PROCEDURE:

#### A. Officers' Responsibilities:

Pomona Police Department Officers' responsibilities when requesting temporary release of a prisoner shall include the following:

1. The requesting officer will insure that the first thirteen lines of the booking slip are completed in those situations wherein the prisoner had not yet completed the booking process.
2. The officer will contact the Watch Commander and obtain approval. The officer will make certain that the information requested on the stamp placed on the back of the booking slip (refer to attachment) is completed. This is to include the Watch Commander's initials who approved the release.
3. Officers will be responsible for searching the prisoner prior to leaving the jail and upon return.
4. To insure that the prisoner does not become a security risk while away from the jail facility two (2) officers will be needed for the release of a prisoner. Should there be special security problems with a prisoner, additional restraints should be used, i.e., leg irons.

Any deviation from this will be approved by the Watch Commander and documented on the special situation log.

5. Upon returning the prisoner, the officer will complete the remaining information to insure that the prisoner is signed back in. The on-duty Watch Commander will be notified of the return and initial the booking slip.

## PATROL 7-500

6. If the arresting officer is obtaining the temporary release of the prisoner he may incorporate that part of his investigation in his original report. If the release is requested after the arrest, this information will be documented on a supplemental report.

### B. Officers from other Agencies:

1. No prisoner who is in the process of being booked or completed the process of being booked into the Pomona City Jail shall be released to another agency unless accompanied by a Pomona Police Officer.
2. All procedures listed under Pomona Police Officer's responsibilities shall be followed for the temporary release of a prisoner to an officer from an outside agency.

### C. Jailers Responsibilities:

1. When a request is made by officers of our Department for the temporary release of a prisoner, the jailer will give this request to the Senior Jailer or Jailer in charge of the shift. Approval will be confirmed from the Watch Commander by the Senior Jailer or Jailer in charge before the release may take place.
2. Jailers will make certain that the necessary booking information is completed and prisoner is mugged, printed prior to temporary release. The "Release" stamp will then be placed on the back of the booking slip.
3. Jailers shall insure that the required information on the "Release" stamp has been completed both prior to release and upon return of the prisoner. The Watch Commander who authorizes the release will initial the booking slip prior to release. Upon return of the prisoner the on-duty Watch Commander will initial the booking slip.
4. Temporary releases of prisoners will be documented by the Jailers on the Special Situation Log.

**PATROL 7-500**

**POMONA POLICE DEPARTMENT**

**TEMPORARY RELEASE OF PRISONER**

RELEASE TO: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

JAILER: \_\_\_\_\_

W.C. NOTIFIED: \_\_\_\_\_

DATE & TIME RETURNED: \_\_\_\_\_

JAILER: \_\_\_\_\_

W.C. NOTIFIED: \_\_\_\_\_

## PATROL 7-600

### 7-600.0 TITLE: FELONY ARREST, FOURTH TIME DUI SUSPECTS

Effective Date: July 5, 1990

Related Procedural Manuals: DET. 1-800, REC. 3-410, JAIL

### 7-600.1 SYNOPSIS:

Felony arrest and booking procedures for fourth time DUI suspects who have three (3) prior DUI convictions in last seven (7) years.

### 7-600.2 POLICY OVERVIEW:

Effective January 1, 1989, Driving Under The Influence With Three (3) Prior Convictions Within Seven (7) Years may be charged as a felony, pursuant to Vehicle Code Section 23175. The Los Angeles County District Attorney's Office has established the policy of filing these cases as felonies.

The District Attorney's Office has mandated that these cases be booked as felonies so a bail requirement must be satisfied, prior to release, to insure a court appearance. O.R. releases of these suspects have shown an extremely high rate of bench warrants issued and prosecution.

### 7-600.3 STATUTORY REFERENCE:

23152 V.C.	Driving Under The Influence
23153 V.C.	Driving Under The Influence/Bodily Injury
23175 V.C.	Punishment For Multiple Offense of Driving Under The Influence, Three (3) Or More Prior Offenses

### 7-600.4 DEFINITIONS:

None.

### 7-600.5 PROCEDURES:

After completion of a DUI investigation, and just prior to the booking process, the arresting Officer will have a DMV driving history check made, with a printout, either by the Jail staff or Records Bureau personnel. If the DMV driving history printout shows three (3) prior DUI convictions in a 7-year period, the suspect **shall** be booked; 23152/23175 V.C., and the presumptive bail of \$5,000. set.

In aggravated cases, consideration should also be given to requesting a bail deviation at time of arrest. These cases may include a blood alcohol of .20 or higher, more than three (3) prior convictions, driving on a suspended license, or currently the cause of an injury accident.

The DMV driving history printout **shall** be attached to the First Report regardless of whether the DUI suspect is booked and processed as a felony.

## PATROL 7-650

### 7-650.1 **TITLE: ADMINISTRATIVE PER SE LAW**

Effective Date: 7-15-93

Related Manuals: Records 3-420, Property/Evidence Procedure Manual

### 7-650.2 **SYNOPSIS:**

To establish procedure in the application of the Administrative Per Se Law.

### 7-650.3 **POLICY/OVERVIEW:**

It is the policy of the Pomona Police Department to enforce the provisions of Administrative Per Se pursuant to Sections 13353 and 13353.2 of the Vehicle Code. (For specific authority Sections, see Appendix A).

1. Senate Bill 1623 (Chapter 1460, October 2, 1989) amended Section 13353 of the Vehicle Code (VC) and added Section 13353.2 VC, to implement an Administrative Per Se Law (beginning July 1, 1990).
2. Administrative Per Se is the prompt administrative suspension or revocation of the driving privilege for the offense of driving under the influence (DUI) of alcohol, independent of court action. This process authorizes a peace officer to seize any valid California driver's license in the possession of the DUI offender (there is no statutory authority for seizing out-of-state driver's licenses), immediately serve him/her with an Order of Suspension, when the offender's blood alcohol concentration (BAC) level is 0.10 percent or more (Section 13353.2 VC), or when the offender refuses to submit to a chemical test to determine his/her BAC under the Implied Consent Law (Section 13353 VC).

NOTE: There is pending legislation to amend the BAC level from 0.10 to 0.08.

3. If the subject takes a chemical test and the results are 0.10 percent or more, suspension will be for a period of four months (or one year for one or more prior DUI convictions within seven years). If the subject refuses to take a chemical test, suspension will be for six months, or one year for two DUI convictions (within seven years), or two years for three or more DUI convictions (within seven years). The offender may request a Department of Motor Vehicles (DMV) hearing within ten days of the issuance of the Order of Suspension. A request for hearing will not stay the suspension of a person's privilege to operate a motor vehicle. The offender has 30 days to file a petition for judicial review of the Order in Superior Court, if DMV upholds the suspension order. A re-issue fee of \$100 is required before DMV will reinstate the offender's driving privilege.



## PATROL 7-650

4. Administrative Per Se applies to any person who drives a motor vehicle, whether or not the driver is a California resident; however, a peace officer may only seize a valid California driver's license.

### 7-650.5 PROCEDURE

Pomona Police officers will enforce the Administrative Per Se as follows:

1. Drivers arrested for DUI pursuant to Sections 23152 or 23153 VC are subjected to Administrative Per Se regulations when one of the following circumstances occurs:
  - a. The subject refuses to submit to or fails to complete the chemical test pursuant to Section 13353 VC.
  - b. The subject submits to a breath test which shows a BAC of 0.10 percent or greater.
  - c. The subject submits to a blood or urine test and the officer believes that the BAC is 0.10 percent or greater. (If the test results later show a blood alcohol concentration of less than 0.10 percent, the suspension action will be set aside.)

NOTE: If the subject is arrested for DUI combination of alcohol and drugs, the arresting officer must believe that the BAC is 0.10 percent or greater. Administrative Per Se provisions only apply to BAC levels or refusals, not for DUI of drugs. Therefore, if the subject is arrested solely for DUI of drugs, then Administrative Per Se proceedings cannot be instituted, unless the subject refuses to submit to a chemical test to determine his/her blood alcohol content.

2. The officer will complete an Order of Suspension (DS 360) as specified in Appendix B, and provide a copy to the violator. The Order of Suspension, coupled with a copy of the violator's Notice to Appear citation or other supporting arrest document (e.g., release from custody, booking sheet, etc.) serve as the 30-day temporary driver's license.
3. When arrested request a blood or urine test, complete form DL 367a forward all copies of form DL 367a along with the blood or urine test sample and hard bluff evidence copy to Property.
4. The officer will not issue a temporary driver's license when the offender's driving privilege is currently suspended or revoked. The arresting officer will note any license restrictions issued by DMV on the Order of Suspension, under the Temporary License portion.

## PATROL 7-650

5. The officer will not issue a temporary driver's license (from the DS 360) when the arrested person is not in possession of a valid driver's license.

### ADMINISTRATIVE PER SE ADVISEMENT

1. There is no statutory law that requires the arresting officer to admonish the violator regarding Administrative Per Se. However, the officer will advise the violator that his/her driver's license will be confiscated and that he/she will be issued a temporary driver's license (located on the Order of Suspension). The violator will be informed that there is a toll-free telephone number (800-765-3333) on the Order of Suspension, if he/she has any questions regarding the Administrative Per Se action.
2. The officer will still be required to provide the implied consent chemical test admonishment for individuals who refuse to submit to, or fail to complete a chemical test to determine their BAC.

## PATROL 8-002

### 8-002.0 TITLE: CLANDESTINE LABORATORIES

Effective Date: 4/17/97

Revised Date: 11-18-02 (Author: Lt. Mackey)

Related Procedures: Det. 4-401

### 8-002.1 SYNOPSIS:

Establish procedure for the response, investigation and dismantling of dangerous chemical labs involved in the processing of illegal narcotics and/or established precursors.

### 8-002.2 POLICY/OVERVIEW:

With increasing frequency, the Police Department is encountering dangerous chemicals and illegal narcotics processing operations.

As with all criminal activity, the Police Department is charged with the proper investigation of the incident, including identification of responsible suspects and collection of evidence. However, due to the nature of the materials and processes involved, clearly established guidelines ensuring the safety of citizens and Department employees are paramount and foremost.

### 8-002.5 PROCEDURES:

- I. Upon determination that a clandestine lab exists, or precursor chemicals are present, the following shall occur:
  - A. Remove any persons from the location.
  - B. Notify the Field Supervisor and Fire Department. Do not move or inspect chemicals.
  - C. Do not turn any appliances on or off.
  - D. Give consideration to evacuation of surrounding properties, based on size and/or quantity of lab/chemicals and wind conditions.
  - E. Exit the interior of the location to limit exposure and secure the scene.
- II. Field Supervisor/Watch Commander responsibilities
  - A. Cause notification to be made to a designated Department Clandestine Lab Investigator. The list is maintained in Watch Commander's Office.
  - B. Coordinate resources as required to ensure safe, efficient investigation. (Generally at the request of the Department clandestine lab expert.)

## PATROL 8-002

### III. Arrest And Transportation

- A. Officers charged with arrest and/or transportation of suspect should exercise caution while handling clothes and property to prevent or limit exposure to any chemicals. Officers should use latex examination gloves.
- B. If it can be determined the arrestee has been in close proximity to cook/chemicals, the clothes should be seized and booked as evidence or bulk property as indicated by the investigation. These items can be bagged and booked in the evidence lockers of the bike shed.
- C. Advise Jail staff that the suspect should receive a shower as soon as is practical.

### IV. Department Designated Expert Responsibilities

- A. Respond to the station or directly to the incident location as required.
- B. Obtain initial briefing from officer-in-charge of incident.
- C. Wear appropriate safety equipment, conduct an initial assessment of the incident, including condition (fire/explosion potential) of the materials, type and quantity of materials.
- D. Interface with Department of Justice, Bureau of Narcotics Enforcement, Clandestine Lab Investigators for identification and sampling of materials.
- E. When necessary, contact Department of Justice Command Post for designation of contract hazardous materials clean up crew. Generally, this task is handled by the Bureau of Narcotics Enforcement and/or Impact Team.
- F. Assist, when necessary, with arresting officer to establish correct criminal charges, i.e.; 11376.6/11383 H&S.
- G. Provide required information for timely preparation of news/media release to supervisor/Watch Commander.

## PATROL 8-003

### **8-003.0 TITLE: TELEPHONE CONTACT AT 211 ALARM LOCATIONS**

Effective Date: 5-7-84

Related Procedural Manual: Det. 1-304

### **8-003.1 SYNOPSIS:**

Procedures for telephone contact by Communications personnel at 211 alarm locations.

### **8-003.5 PROCEDURES:**

- I. Responsibility Of Primary Unit
  - A. The primary unit assigned a 211 alarm call may ask Communications to make telephone contact at the alarm location. Depending on the officer's knowledge of the nature, location, and history of alarm or robbery activity of the business, the officer may request the alarm location be called while the officer is enroute or after arrival and the exterior of the business is properly contained.
  - B. On occasion, there may be circumstances, related to a 211 alarm, that dictate a request of an employee of the business to respond outside of the business and contact the officer. This request should be limited to the situations wherein this procedure is necessary to maximize the safety considerations for those persons inside the 211 alarm location or when, in the case of officer safety, the request will not further jeopardize the safety of those inside the 211 alarm location.

## PATROL 8-004

### 8-004.0 TITLE: RIDE-ALONGS

Effective Date: 11-21-84

Revised Date: 7-28-99 (Author: Captain Joe Romero, Jr.)

Previous Revised Date: 11-8-90; 11-27-95

### 8-004.1 SYNOPSIS:

Policy and procedure regarding ride-along participants.

### 8-004.5 PROCEDURES:

#### I. General Policy

- A. The Ride-Along Program has been established for the purpose of acquainting City of Pomona residents, City employees, their families, and other interested persons with special needs, with the nature of the Police Officer's function as it is performed in the field.
- B. All ride-alongs shall be scheduled at the discretion of the on-duty Watch Commander.
  - 1. The Watch Commander scheduling the ride-along shall insure that the person being scheduled is aware of all issues related to dress, safety, and possession of weapons.
  - 2. Ride-along Waiver forms will be stocked and maintained by the Front Desk.
  - 3. All personnel are advised that there will be no unofficial ride-along participants allowed in police vehicles.
  - 4. No more than two units on a squad shall have ride-alongs at any one time.
  - 5. Ride-alongs shall not be scheduled for the same person more than once within a six month period of time without a valid reason.
  - 6. No ride-along shall be allowed to carry a firearm, except law enforcement Officers. Officers from other departments shall not wear any clothing or ID that identifies them with that agency.

Note: Person(s) authorized to carry firearm shall be admonished by the assigned Watch Commander that firearm shall only be used to save a life.
  - 7. Ride-alongs will not be approved for another Watch Commander's shift.
- C. Ride-alongs shall generally be limited to four (4) hours in duration.
- D. Ride-alongs shall generally not be permitted after midnight.

## PATROL 8-004

- E. Ride-alongs shall **not** be routinely scheduled for extremely busy periods (i.e., Friday and Saturday nights, special holidays or activities, etc.). Final approval will be left with the on-duty Watch Commander.
- F. The Desk Officer will issue an I.D. card that clearly identifies them as observers to all ride-along participants.
  - 1. This card will be worn on outer clothing in a highly visible location.
  - 2. This card must be returned to the Desk Officer at the end of the ride-along.
- G. All ride-alongs shall have appropriate attire since they will indirectly be representing our Department. Clothing that has been identified as inappropriate includes, but is not limited to, shorts, baggy pants, torn or worn jeans, shirts without collars, T-shirts with logos or offensive matter, and no flip flops or foot wear that may be unsafe. Final approval will be left with the Watch Commander on duty.
  - 1. At the time that Desk Officers issue an identification tag to the ride-along, they shall visually ascertain if the ride-along is appropriately dressed. If there are concerns related to dress, their observation shall be brought to the attention of the on-duty Watch Commander.
  - 2. If the Watch Commander determines that the ride-along is inappropriately dressed, he or she shall inform the ride-along that their ride will not occur and if feasible, reschedule for another time.
  - 3. Desk Officers shall **not** be given the responsibility of notifying ride-alongs of inappropriate attire. This responsibility rests solely with the Watch Commander.
- H. The minimum age for ride-along participation shall be fourteen (14) years of age. The ride-alongs between the age of fourteen (14) and seventeen (17) years inclusive shall have a signed waiver from their parent or guardian prior to the ride-along.

### II. Safety of Ride-Alongs

- A. Officers are reminded that ride-along participants are observers. Prior to beginning the ride-along shift, the assigned Officer shall instruct the ride-along in safety measures to be taken should the Officer become involved in an emergency situation that does not permit dropping the ride-along off at a safe location. Therefore, discretion should be exercised in the types of situations to which they are exposed. Examples of this would be:

## PATROL 8-004

1. Ride-along participants may be transported in the unit with prisoner(s) at the Officer's discretion.
2. Ride-along participants shall not be allowed in the Jail during periods when booking is in progress.
3. If it becomes necessary for an Officer with a ride-along(s) to respond to a hazardous situation, the ride-along(s) shall be dropped off at a safe location prior to arrival at the scene.
  - a. The Dispatcher shall be advised of the location of the ride-along(s) when they are dropped off.
  - b. The ride-along(s) shall be picked up as soon as they can be safely accommodated.

### III. Distribution of Paperwork

#### A. Ride-along Waiver form (PPD Form 162)

1. The Ride-along Waiver form shall be forwarded to the Patrol Services Captain.

#### B. Ride-along Schedule (PPD Form 293)

1. The ride-along schedule will be maintained in the Watch Commander's Office.
2. The ride-along schedule will provide the Watch Commander with:
  - a. The names of all ride-alongs.
  - b. The officer assigned to the ride-along.
  - c. Data regarding past ride-along activity.
  - d. Reason for ride-along.
  - e. Information as to ride-alongs currently in the field.
  - f. Scheduling information so that excessive numbers of ride-alongs are avoided.



## PATROL 8-005

### 8-005.0 TITLE: RING NEIGHBORS APPLICATION PROGRAM

Effective Date: 03-04-2019 (Author Cpl. Rios)

### 8-005.1 SYNOPSIS:

Procedures for participation in the RING, “Neighbors,” application program. The Pomona Police Department has agreed to partner with Ring, to access a platform, which allows for more effective communication with our community members who utilize the, “Neighbors,” application. This agreement also allows community members to provide captured video, via the “Neighbors” application, at the request of Pomona Police Department Administrators. Once an event has been identified, the designed Administrator will make a formal request to users of the application, to share videos for investigatory purpose. The Pomona Police Department believes this resource may be instrumental in obtaining video evidence and assist with solving crimes. This partnership with community members to remain anonymous, while allowing participates to become more involved in the community.

### 8-005.2 PROCEDURES:

#### I. MANAGEMENT OF PROGRAM

- A. The Chief of Police or his/her designee will appoint an appropriate Administrator for the RING Neighbors Application program.
  - i. An Administrator may appoint personnel to certain responsibilities when it is both appropriate and necessary.
- B. The Chief of Police or his/her designee will assign the Public Affairs-Media unit to the program.
  - i. Public Affairs-Media will be responsible for all media requests and will coordinate with RING to ensure accurate information is circulated via media outlets.

#### II. ADMINISTRATOR’S RESPONSIBILITES

- A. When there is a need for a video, the Administrator or designee, will submit a request, via the “Neighbors” application;
  - i. The Administrator will also have the flexibility to grant access to any Police Department personnel in the event there is a need.
  - ii. The administrator shall maintain appropriate access control for all agency personnel, via the application.
- B. The Administrator or designees, may review shared videos prior to providing the captured footage to the requestor;
  - i. The Administrator will have the authority to grant access to Police Department personnel when the need arises. The administrator shall

## **PATROL 8-005**

maintain appropriate access control for all agency personnel, via the application. The Administrator shall make all requests for all preservation orders and should be filed with Ring immediately.

- C. The Administrator or designee, shall make all video preservation request through the application;
  - i. The administrator should provide as much information as possible as to the location and direction of device.
- D. The Administrator or a designee, will be responsible for interacting with the community via the application.
- E. The Administrator will be responsible to provide training.

### **III. OFFICER'S / INVESTIGATOR'S RESPONSIBILITIES**

- A. When a police officer is conducting an investigation, and he/she determines there is a RING device at the location or in the area, the officer should contact the owner and determine whether the owner is willing to provide the video voluntarily.
- B. If the owner is willing to provide the video
  - i. The officer should ask the owner to see the video and record the video with his or her department issued digital camera and document the findings in a police report.
- C. When a request for video is made to the Administrator and or directly to RING, it shall include all the following information;
  - i. An identified need (e.g. crime classification);
  - ii. The specific location of the camera (e.g. front porch);
  - iii. The general timeframe;
  - iv. The geographical location (e.g. physical address or intersection).
- D. In case when the owner is uncooperative or unavailable, the officer should contact the Police Department RING Administrator or designee, and relate the need for preservation of the captured video.
  - i. Preservation request shall be sent to the Police Department RING Administrator or designee, via email.

### **IV. VIDEO PRESERVATION REQUEST**

## **PATROL 8-005**

- A. In order to make this request to RING, the incident must have significant merit, lends to a more thorough follow up investigation, and or the video could provide additional information to develop and understanding of the incident;
- B. The request should be completed immediately upon identifying the need;
- C. The administrators should provide as much information as possible as to the location and direction of device
- D. When there may be video related to an incident and may be deleted or lost, due to the owner being unavailable or uncooperative.

### **V. PUBLIC AFFAIRS-MEDIA**

- A. The Chief of Police or his/her designee will appoint the Public Affairs-Media unit to the program.
  - i. The Public Affairs-Media unit will be responsible for all media requests and will coordinate with RING to ensure accurate information is circulated via media outlets.
    - 1. Per an agreement with RING the Pomona Police Department shall agree to a joint press release to be mutually approved by both parties.

### **VI. CRIME PREVENTION / COMMUNITY PROGRAMS**

- A. The Supervisor of Crime Prevention / Community Programs will be responsible for informing our community regarding the usefulness of the program and how to participate.
  - i. Crime Prevention / Community Programs, through the use of social media, Neighborhood Watch, Business Watch, Area Commander Meetings, and etc., will promote the program.

### **VII. TERMINATION OF THE PROGRAM**

- A. The Pomona Police Department or RING can terminate the agreement at any time by providing a 30 day written notice to the other party.

## PATROL 8-006

### 8-006.0 TITLE: PUBLIC TRANSPORTATION FARE – DISPLACED OR STRANDED PERSONS

Effective Date: 03-01-2019 (Author: Officer Tim Dorn)

### 8-006.1 SYNOPSIS:

Procedure for assisting displaced or stranded persons that have no shelter with purchasing transportation fare to reunify them with their family.

### POLICY/OVERVIEW:

The Pomona Police Department may assist displaced or stranded persons that have no shelter or funds, when they are in need of transportation to reunite with their families. This Transportation Fare Program can aid with public transportation costs for the person to become reunited with family or friends that are willing and able to provide shelter.

### 8-006.2 PROCEDURES:

#### I. OFFICER RESPONSIBILITIES:

- A. Upon contacting a displaced or stranded person who expresses an interest in returning to a location to reunite with their family or friend, but do not have the monetary means to travel to another city outside of Pomona, officers shall obtain the following information;
  - i. Verify the person's identity.
  - ii. Verify where the person would like to travel (e.g. city & state).
  - iii. Verify if the person's family or friend actually lives where stated.
  - iv. Verify if the family or friend is willing to accept and shelter the person.
  - v. Obtain the name of the family member or friend agreeing to receive and shelter the person.
  - vi. The family member or friend's name should be documented on the destination portion of the consent form.
- B. Once all information is verified, if available, the Quality of Life Unit Supervisor will be contacted. If he/she is unavailable, the on-duty Watch Commander will be contacted. The Watch Commander will assess the availability of staffing to support the effort, then issue the funds for the purchase of the public transportation fare.
- C. Contact dispatch and obtain an incident number (DR#) for the contact and assign the call type of, "Public Assist."

## **PATROL 8-006**

- D. Transport the person to the station to complete consent form and facilitate the purchase of public transportation fare.
- E. Obtain payment for the transportation fare from Quality of Life Unit Supervisor. If the Quality of Life Unit Supervisor is unavailable, the on-duty Watch Commander will facilitate the funding.
- F. Once the public transportation fare is purchased, ensure the person is provided transportation to the bus station or similar location depending on what mode of transportation was arranged.
- G. It is the officer's responsibility to ensure the person makes it on the bus or other arranged transportation service.

## **II. DOCUMENTATION**

- A. Officer shall complete the following documents and submit them to the Quality of Life Unit Supervisor. The DR# should be written on each document;
  - i. The signed original of the consent form.
  - ii. A photocopy of the person's photo ID or the means by which identity was verified.
  - iii. The original transportation fare receipt with final destination.
  - iv. Print out of the dispatch incident, indicating the final disposition of, "Dispo-5 Public Assist."

## PATROL 8-007

### 8-007.0 TITLE: UNIFORM RADIO CODES AND DESIGNATIONS

Effective Date: 01/01/2015

Revised Date: 12/01/2014 (Author: Dispatch Supervisor Raines) )

Prior Revised Date: 11-14-86, 8-31-89, 5-31-93, 3/11/96, 2/07/08, 01-11-10

Related Procedural Manual: GEN 607

### 8-007.1 SYNOPSIS:

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

### 8-007.4 DEFINITIONS:

**M.D.C.- Mobile Data Computer**

### 8-007.5 PROCEDURE:

Utilization of the following radio codes and dispositions according to Departmental 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 designations rather than officer names for radio communications.
  2. Pronounce words distinctly so they are understood by dispatch and fellow officers.

## PATROL 8-007

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 Communications 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.



## PATROL 8-007

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 or 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. Use red light and 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 operations.

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 back-up needed.
- 961: Traffic stop or subject check, back-up requested.
- 961X-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: Officer will be at station.
- 10-97: Arrived at scene.
- 10-98: Finished with last assignment.

**PATROL 8-007**

Call for service dispositions:

CODE	DESCRIPTION	DEFINITION
1	Unable to Locate (UTL)	Reporting party or nature of call cannot be located.
1X	Unable to Locate (UTL)	Reporting party or nature of call cannot be located. (Gang Related)
2	Gone on Arrival (GOA)	Reporting party or nature of call gone prior to arrival of Officer.
2X	Gone on Arrival (GOA)	Reporting party or nature of call gone prior to arrival of Officer. (Gang Related)
3	Advised	Any call when an Officer provided information or advice to the reporting party.
3X	Advised	Any call when an Officer provided Information or advice to the reporting party. (Gange Related)
4	Checked 10-4	Everything was all right and no need for further action.
4X	Checked 10-4	Everything was all right and no need for further action. (Gang Related)
5	Assisted	Officer rendered assistance to a citizen or agency to resolve the nature of the call.
5X	Assisted	Officer rendered assistance to a Citizen or agency to resolve the nature of the call. (Gang Related)
6	F.I.	Field Interview Card completed.
6X	F.I.	Field Interview Card completed. (Gang Related)
7	Cited	Citation issued for vehicle code violation which does not require a written report.

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7X	Cited	Citation issued for vehicle code Violation which does not require a Written report. (Gang Related)
8	Information Received	Information received from reporting party that required no further action at that time.
8X	Information Received	Information received from reporting party that required no further action at this time. (Gang Related)
9	Arrest	If person taken into physical custody or a citation and release in the field completed.
9X	Arrest	If person taken into physical custody Or a citation and release in the field completed. (Gang Related)
10	Report	A report was written. This includes reports written in conjunction with a vehicle code violation or city code violation.
10X	Report	A report was written. This includes Reports written in conjunction with a Vehicle code violation or city code violation. (Gang Related)
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.

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"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.

### 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

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Henry	(Not Used)
Ida	Civilian Volunteer
John	School Resource & YSU
King	Major Crimes Task Force
Lincoln	Watch Commander & Admin Lieutenants
Mary	Motor Unit
Nora	Bike Patrol
Ocean	Office of Emergency Services
Paul	Public Service Technician and Parking Enforcement units.
Queen	(Not used)
Robert	Reserve Unit
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 units 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.



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

- 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 Services Administrator	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

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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
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
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

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Lieutenant ISD / Training	L5
Lieutenant Investigation Services	L6
Available	L7
Available	L8
Downtown Patrol Ofcr X30	
Downtown Patrol Ofcr	X31

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Sergeant, Patrol	(Sam) (Assigned NBR)
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)

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Office of Emergency Services	(Ocean) (Assigned NBR)
Parking Control	(Paul) (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 " Ocean-1", the next ranking officer as " Ocean-2", 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,

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with the ranking officer identified as "Xray-1", the next ranking officer as "Xray-2", and so on. Concurrent functions will be sequentially numbered to differentiate them, and this number will precede the "Xray". For example, a Garey High basketball game could be "Xray-1", and another concurrent function could be "Xray-2", 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) X30-X31-X32 reserved for Downtown (PBID) Patrol.

## PATROL 8-009

### 8-009.0 TITLE: LOCKSMITH SERVICES

Effective Date: 5-18-84

Related Procedural Manual: DET. 1-310

### 8-009.1 SYNOPSIS:

Establishes procedures to follow in those cases where the services of a locksmith are required to enter the passenger or trunk area of a vehicle.

### 8-009.5 PROCEDURES:

#### I. General Procedures

- A. If in the process of a criminal investigation, the services of a locksmith are required to enter the passenger or trunk area of a vehicle, the following vendors are to be utilized:
  - 1. Curley's Key Shop, 306 E. Monterey Ave., 622-6716 or 622-8082.
  - 2. Pomona Lock and Key Service, 840 E. Second St., 629-0200.
- B. The officer or detective in charge of the investigation shall get the approval of his or her immediate supervisor before contacting an authorized locksmith.
- C. The officer or detective requesting the service shall submit a brief memo explaining the need for the locksmith, along with the receipt from the locksmith.
  - 1. The DR number on the incident shall be placed on the receipt.
  - 2. The memo and receipt shall be forwarded through the chain of command to Support Services for processing of payment.

## PATROL 8-010

### **8-010.0 TITLE: HAZARDOUS MATERIALS INCIDENT RESPONSE/MANAGEMENT**

Effective Date: JULY 15, 1986

Revised Date: May 17, 2001 (Author: Lt. McDonald)

### **8-010.1 SYNOPSIS:**

Specific procedures for the coordination, investigation, and reporting of incidents involving hazardous materials.

### **8-010.2 POLICY/OVERVIEW:**

The Police and Fire Departments have jointly agreed upon a concept for the coordinating, investigations, and reporting of incidents involving hazardous materials. The Departments will work in a collaborative effort to remove the hazard, restore normalcy, and attempt to prevent a reoccurrence.

### **8-010.4 DEFINITIONS:**

Hazardous Materials - are any substance or combination of substances which, because of quantity, concentration, physical, chemical, or infectious characteristics, may either:

1. cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating, reversible illness.
2. pose a substantial present or potential hazard to humans or the environment.

An Incident - is any occurrence which causes the use of emergency resources.

A Release of hazardous material is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injection, escaping, leaching, dumping, or disposing into the environment.

### **8-010.5 PROCEDURES:**

#### **I. General Procedures**

- A. Patrol personnel will be dispatched to all reported incidents involving hazardous materials.
- B. Identify Substance and Nature of Problem:

1. The first unit on the scene shall:



## PATROL 8-010

- a. Attempt to identify the substance, if it can be done safely. Regardless of specific expertise of officers, officers should not handle substances until rendered safe by HAZMAT.
  - b. Advise the Field Supervisor.
  - c. Notify the Fire Department.
  - d. Establish a perimeter of safety and maintain communications with the supervisor.
  - e. Estimate the immediate resources necessary to isolate and control the hazard, as well as medical needs.
2. The Field Supervisor shall respond and take charge of police duties until relieved. He shall:
    - a. Re-evaluate the situation.
    - b. Establish a temporary command post in conjunction with Fire Department personnel.
    - c. Brief the on-duty Watch Commander.
    - d. Initiate containment and security of Perimeter and/or access to the site (includes crowds and traffic control).
    - e. Notify other appropriate agencies necessary to the handling of the incident, e.g., Fire, Health, Red Cross. This will be accomplished in conjunction with input received from the Fire Department. These notifications will be made by the Communications Department.
    - f. Continue to coordinate police activities until relieved.
- C. Establish Command Post Operations
1. Select a suitable location.
  2. Co-locate a command post with Fire personnel.
    - a. In close proximity to the incident.

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- b. The highest ranking officer available shall respond and assume command. He shall:
  - 1) Coordinate planning and reaction decisions with Fire personnel.
  - 2) Keep command officers advised of decisions affecting the operations of the incident.
  - 3) Initiate and maintain liaison with other agencies, public, and private.
  - 4) Coordinate the issuance of appropriate informational announcements over P.A. systems, or other means.
    - a) Warnings.
    - b) Health Announcements.
    - c) Evacuation Instructions.
    - d) Etc.
  - 5) Coordinate Evacuations with Fire personnel.

Consider:

- a) Winds, and other weather factors.
- b) Estimated time for containment.
- c) Traffic conditions.
- 6) Control Air Operations over the Effected Area.
  - a) Possibly restrict private aircraft.
  - b) Coordinate the use of departmental aircraft with Fire Personnel.

### D. Evidence

1. Evidence - The Police shall coordinate the collection and preservation of evidence as is appropriate.

## PATROL 8-010

### E. Press Releases

1. The Police and Fire Departments shall establish a joint public information center to issue and coordinate joint press releases in order to maintain credibility in the dissemination of information. Media personnel shall be coordinated through the Police and Fire Departments public information officers.
2. The following should be considered when evaluating media's presence in the area.
  - a. THE PRESENT HAZARDOUS AREA AND POTENTIAL AREAS OF PROBLEM EXPANSION.
  - b. IDENTIFICATION OF THE HAZARDS.
  - c. SETTING UP A MEDIA AREA CLOSE ENOUGH TO THE HAZARDOUS AREA.
  - d. THE NEED TO ESCORT THE MEDIA INTO THE AREAS WHEN THEIR PERSONAL SAFETY WILL NOT BE JEOPARDIZED.

Note: The Fire Department will have the responsibility for the formulation and dissemination of information relative to identification of material, the means of control, containment, as well as the dangers of the toxic or hazardous material.

The Police Department will have responsibilities for information to the media on evacuations, relocation areas, and special security procedures.

As more governmental agencies become involved in the situation, a coordination of press information will be necessary. A press spokesman for each additional department should be selected to deal with their department's specific involvement. All press information shall be coordinated with each involved department prior to dissemination to the media. This will provide a comprehensive overview of the situation for the media.

### F. Reports

1. The Police Department shall prepare a First Report whenever a hazardous material incident occurs.

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2. The reporting Officer shall collaborate with Fire Department personnel.

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### G. Prosecution

The Police Department, through their coordinated role, shall assist the Fire Department with a follow-up investigation, gathering and processing of evidence and prosecution.

## PATROL 8-011

### **8-011.0 TITLE: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) / ENVIRONMENTAL ROLLOUT**

Effective Date: September 22, 2014

Author: Cpl. James Suess

### **8-011.1 SYNOPSIS:**

The Pomona Police Department has signed an Operational Agreement with the Los Angeles County District Attorney's OSHA and Environmental Rollout program. This procedure establishes protocols to follow in those cases where first responders arrive to the scene of significant OSHA or environmental incidents and notify the command center so that the District Attorney's Office can rollout to the most serious of these events.

### **8-011.2 PROCEDURE OVERVIEW:**

It is the intent of this procedure to understand that California's Occupational Safety and Health Administration (OSHA) is responsible for issuing rules designed to ensure a safe and healthy work place for workers throughout this state. A violation of those rules and laws may result not only in administrative fines and penalties but, also, potential criminal liability.

### **8-011.3 STATUTORY REFERENCES:**

Labor Code Section 6425 provides that any employer, or any employee with control over a workplace or other employees, who willfully violates any safety rule and cause death or serious injury to any worker may be guilty of a felony, punishable by up to three years in prison and, in the case of corporate defendants, up to \$1.5 million in fines.

Penal Code Section 387 provides that any employer or manager who knew or should have known of a concealed workplace danger and failed to both: 1) warn affected employees in writing, and 2) warn OSHA in writing, may be guilty of a felony, punishable by up to three years in prison and, in the case of corporate defendants, up to \$1 million in fines.

Under well-established legal principles, an employer, or any employee with control over a workplace or other employees, may also be guilty of homicide. They may be prosecuted for involuntary manslaughter, punishable by up to four years in prison, if the death was caused by gross criminal negligence; or second degree murder, punishable by 15 years to life in prison, if there was conscious disregard of a known and serious risk of death.

### **8-011.4 PROCEDURES:**

#### **I. General Procedures**

- A. Pomona Police Department Responsibility:** Whenever the Pomona Police Department becomes aware of either an occupational death or life-threatening injury at a workplace or a serious environmental incident will:

## PATROL 8-011

1. Pomona Police Department will be responsible for securing and maintaining the scene, but ensure that District Attorney personnel will have access to the scene. Officers on scene shall ensure that a supervisor is notified.
  2. Upon verifying the qualifying occurrence, the supervisor shall notify the Watch Commander so that immediate notification can be made to the Los Angeles District Attorney Command Center, which is staffed 24 hours a day and 7 days a week, at **(213)974-3607**; and provide a call-back number and provide basic information about the incident, including the name and location of the employer or potentially responsible party, a brief description of the incident, the name and age of the deceased or injured person, the severity of any injury, the manner in which the injury was sustained, and contact information for the employer's safety manager or responsible person.
  3. At the scene of the workplace or environmental incident, the Pomona Police Department shall have primary responsibility to investigate the incident.
  4. All physical evidence shall remain in the custody of the Pomona Police Department.
- B. Los Angeles County District Attorney Command Center responsibility: The Los Angeles District Attorney Command Center will be responsible for contacting an appropriate prosecutor from a roll out contact list. That prosecutor will then be responsible for making contact with the Pomona Police Department and obtaining any necessary information about the workplace or environmental incident, and arranging, in appropriate cases, to roll out to the scene, along with one or more District Attorney Investigators.
- C. District Attorney Rollout Team responsibility: The District Attorney personnel, upon arrival, will make contact with the Pomona Police Department personnel in charge of the investigation. The Pomona Police Department will provide: 1) the names and present whereabouts of the officers or investigators involved in the incident; 2) the names, contact information and present whereabouts of all civilian witnesses, including copies of any FI cards; 3) the statements of officers, investigators and civilian witnesses; 4) any physical evidence discovered; 5) a walk through of the scene; and 6) the medical condition of any injured persons. The District Attorney will assist and advise the Pomona Police Department on criminal law issues and observe and when appropriate, participate in the investigation.

## PATROL 8-100

### 8-100.0 TITLE: BREAKING OR REMOVING VEHICLE PARTS

Effective Date: October 3, 1985

### 8-100.1 SYNOPSIS:

Procedure and instructions outlining the use of 484 P.C. (Petty Theft), 487 P.C. (Grand Theft) or 594(b)(1) P.C. (Vandalism in lieu of 10852 C.V.C.

### 8-100.2 POLICY OVERVIEW:

It is the intent of this policy to outline those Penal Code Sections that can be used in lieu of 10852 C.V.C. so that the more appropriate statute can be used and better align our reporting policy.

### 8-100.3 STATUTORY REFERENCES:

10852 C.V.C - Breaking or Removing Vehicle Parts - Misdemeanor.

484(a) P.C. - Petty theft (value less than \$400) - Misdemeanor.

487 P.C. - Grand Theft (value exceeding \$400.00) - Felony.

594(b)(1) PC - Vandalism (\$1,000.00 or more) - Misdemeanor.

### 8-100.5 PROCEDURE:

#### I. 10852 C.V.C.

- A. Incidents shall be handled as a 10852 C.V.C. when only damage or destruction is involved not to exceed \$1,000.

#### II. 484 P.C.

- A. When a theft of vehicle parts or a theft from a vehicle is committed and the value is less than \$400, incident shall be documented as a 484 P.C.

#### III. 487 P.C.

- A. If the theft is of vehicle parts or from a vehicle and the value exceeds \$400, the incident shall be documented as a 487 P.C.

NOTE: In incidents involving thefts, if the thefts are committed from the interior of a locked vehicle, the report will be documented as a 459 P.C. Auto.



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### IV. 594(b)(1) P.C.

- A. When the incident involves damage or destruction to a vehicle which amounts to \$1,000 dollars or more, the incident shall be documented as 594(b)(1) P.C.

Note: This procedure shall be followed at all times even when the incident involves the arrest of a suspect.

## PATROL 8-201

### 8-201.0 TITLE: REQUESTS FOR FILM AND FILM PROCESSING

Effective Date: 5-7-84

Related Procedural Manual: Det. 1-701

### 8-201.1 SYNOPSIS:

To establish policy and procedures employees of this Department shall follow when requesting film and film processing.

### 8-201.5 PROCEDURES:

#### I. Film Type

- A. Color negative film shall be used for routine Departmental picture taking, i.e., traffic accident cases, child abuse cases, etc.
  - 1. For instamatic cameras, Kodacolor II C126-12 film will be provided. This film will result in 12 negatives which may be processed into prints.
  - 2. For 35 MM cameras, 135 color film will be provided by the Department for Sergeant's cameras and Detective Bureau use.
- B. Kodacolor film requests shall be approved by a Sergeant or higher ranking person by signing the form in the space provided.
- C. Personnel are encouraged to shoot the entire roll or cartridge of film so that the best pictures may be selected.

#### II. Requests for Film

- A. Whenever personnel request film supplies, a "Film and Lab Work Request" form shall be completed and presented to the Jailer. A supply of these forms will be maintained in the Jail.
  - 1. Two rolls/cartridges of film may be issued on one request form, if justified by the Sergeant.
  - 2. Request for all color film shall be approved by a Sergeant or higher ranking person signing the request in the space provided, except on a direct exchange basis (used film for a new roll).

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### III. Requests for Processing Exposed Film

- A. A "Request for Processing" form shall be completed (by the person exposing the film) for each roll/cartridge of film to be processed. (See copy of form on page following.) A supply of forms will be maintained in the Jail.

\*NOTE: The DR number shall be included in the space provided.

- B. The exposed film, along with the completed form, shall be taken to the Jail and given to the Jailer personally.
  - 1. Personnel are reminded that exposed film is evidence and evidence shall not be left in bins, mail boxes, etc.

## PATROL 8-202

### 8-202.0 TITLE: ITEMS TO BE FINGERPRINTED BY EVIDENCE DETECTIVE

Effective Date: 5-9-84

Related Procedural Manuals: DET. 1-703

### 8-202.1 SYNOPSIS:

Establishes procedures for tagging, storing, and processing items of evidence which are to be fingerprinted by the Evidence Detective.

### 8-202.2 OVERVIEW:

It is the policy of this Department that all items of evidence which have possible suspect fingerprints must be fingerprinted by the handling officer in the field or another appropriate setting.

Only those items of evidence that do not have the capability of being fingerprinted by the handling officer will be tagged and stored for the Evidence Detective to fingerprint, i.e., items that are moist or wet and must dry out before fingerprinting, and various types of paper items that field officers do not have the capability to fingerprint.

### 8-202.5 PROCEDURES:

- I. Items Of Evidence Small Enough To Be Placed Into Evidence Locker
  - A. Officers who take evidence small enough to place into an evidence locker into custody, and desire that the item be fingerprinted by the Evidence Detective, shall do the following:
    1. Fill out and complete Property Report (PPD-40) per existing policy and procedures.
    2. Mark and tag the item of evidence with an evidence tag, per existing policy and procedure.
    3. Fill out and complete Section #1 of the Latent Print Report (PPD-60)
      - (a) Place the pink copy of the Latent Print Report in the Detective Box just outside the Watch Commanders Office.
      - (b) Staple the white and yellow copies of the Latent Print Report to the Property Report (PPD-40).
    4. Place the Property Report and attached Latent Print Report through the slot in the Evidence Door, B-2.

## PATROL 8-202

5. Place a "Hold for Prints" form, PPD \_\_\_\_, into the Evidence Locker along with the item to be fingerprinted. Lock the item into the locker and deposit the key per existing policy and procedures.

### II. Items Of Evidence Too Large To Place Into Evidence Locker

- A. Officers who take evidence into custody which is too large to fit inside an Evidence Locker, and desire that the item be fingerprinted by the Evidence Detective, shall do the following:
  1. Fill out and complete Property Report (PPD-40) per existing policy and procedure.
  2. Mark and tag the item of evidence with an evidence tag per existing policy and procedure.
  3. Fill out and complete Section #1 of the Latent Print Report (PPD-60).
    - (a) Place the pink copy of the Latent Print Report in the Detective Box just outside the Watch Commander's Office.
    - (b) Staple the white and yellow copies of the Latent Print Report to the Property Report (PPD-40).
  4. Obtain a key to the bike shed from the Watch Commander's Office, and sign the key out in the Evidence Log.
  5. Place the item to be fingerprinted into the bike shed, and attach a "Hold for Prints" Form PPD #\_\_\_\_\_, to the article to be printed.
  6. After locking the item of evidence into the bike shed, return the key to the Watch Commander's Office per existing policy and procedure.
  7. Place the Property Report and attached Latent Print Report through the slot in the evidence door, #B-2.

## PATROL 8-210

### 8-210.0 TITLE: GENERAL PROPERTY PROCEDURE

Effective Date: 10-01-85

Revised Date: 2-08-18 (Author: Richelle Baptista, Civ. Division Commander)

Prior Revised Dates: 8-23-95, 8-1-97, 6-7-99, 4/17-02

Related Procedures: Detective 1-705; Code 4-090; Property 2-000

### 8-210.1 SYNOPSIS:

This section establishes policy and procedures for the storage/packaging and sealing of all evidence and/or property taken into custody by members of this Department.

### 8-210.2 POLICY/OVERVIEW:

The following procedures have been established in order to ensure the proper storage/packaging and sealing of property, as well as to ensure the consistent flow of the handling of all property booked into the property and evidence department. The concept of packaging is to maintain the evidentiary value while protecting Department personnel from potential injury.

### 8-210.5 PROCEDURES:

Bags, barcodes, envelopes, tags, evidence tape and string are provided at the property booking area. Personnel booking property or evidence shall package items in envelopes, bags or other designated containers using the smallest container available which will hold the item(s). All containers shall be sealed with evidence tape. All seals shall be initialed overlapping the seal and the bag/envelope by the booking officer. All containers shall then be placed in an evidence intake locker, the evidence mail slot, the refrigerator, or in the bulk storage area.

#### I. Property Management System and Field Property Receipts

- A. All property and evidence shall be entered into the Property Management System. Each item shall be listed separately and all information for that item must be completed in the designated fields. The officer will enter the owner/finder information for each item. This is the person to whom the property will be returned after disposition of the case. Each item will be assigned a barcode in the Property Management System. The officer will print the barcode and affix it to the property package or tag.
- B. **A Field Property Receipt (FORM PPD 89)** shall be issued to all persons from whom the property and/or evidence has been taken. The purpose of the receipt is to inform the citizen of their legal rights and/or responsibilities to obtain the release of held property; to provide the citizen with a receipt and listing of property held; and to meet the legal requirements of notice prior to disposal of items.
  1. The receipt shall include all items taken. Additional receipts are to be completed if necessary.

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2. The Field Property Receipt number shall be entered in the Property Management System.
3. The signature of finder: The finder must sign the Field Property Receipt. This is required for a finders claim. This receipt will serve as a finders claim. NOTE: Found weapons will not be returned to the finder.
4. The signature of person receiving Field Property Receipt: The person receiving the Field Property Receipt must sign. If they refuse to sign, indicate “refused to sign, copy given” followed by your initials and I.D. number. Always leave the ORIGINAL COPY with the person from whom the property was taken.
5. Distribution: Original copy must be left with the citizen from whom the property was taken. The pink copy shall be placed in the locker along with the property. The yellow copy shall be forwarded to Records.
6. A property receipt is not necessary in the following circumstance:
  - a. The item(s) taken are, illegal for any person to possess, i.e., narcotics, illegal weapons, paraphernalia, etc. NOTE: If any person could legally and practically possess the item(s), a property receipt must be issued.

## II. Packaging

- A. By law, a Police Department is responsible for maintaining the property: property that is seized, property that is found and property that is surrendered. Our goal is to return the property back to the rightful owner, as soon as possible, in the same condition as it was received. When return of property is not feasible, our goal is to dispose of the property as soon as legally permissible.
  1. All items shall be packaged in the smallest acceptable container. All property should be packaged as neatly as possible in anticipation of having it presented as evidence in court.
  2. Acceptable containers for submission of evidence shall be in a 6”x9” or 9”x12” envelope, evidence bags, currency envelopes, latent print envelopes or other appropriate containers, i.e., urine bottles, GSR kits, sexual assault kits, BA kits, syringe containers, biohazard tubes, etc.

**Example:** Powder substances or small items shall be placed in a baggie inside the evidence envelope.
  3. Print a barcode and securely affix it to the property tag or property package. Each item shall be listed on the barcode. There should be only one barcode per package. The booking officer shall provide complete and accurate information in all fields of the Property Management System, so the information prints on each barcode.

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4. All property must be **sealed** with evidence tape. Initials must be overlapping the seal and the envelope/bag by the booking officer. Once the property is packaged and sealed, the contents will remain sealed until the officer goes to court or the property is released to the owner, or the investigator handling the case unseals it.
5. Any item needed to be held for prints by CSI must be packaged, sealed and initialed by the booking officer. Check the "Hold for Prints" box in the Property Management System. Place a "Hold for Prints" notice on the item, and complete a Service Request Form. Place the Service Request Form in the locker with the item to be printed. Property Technicians will forward the request to CSI.

### B. **Exceptions:**

1. All weapons must be tagged only. Do not seal weapons in a bag/envelope. Each weapon must have its own property tag attached to the weapon. Magazines, ammunition, etc. can be placed in a sealed bag or 6"x9" envelope. (Weapons shall include rifles, shotgun, handguns, pellet and BB guns.)
2. Large items such as TVs, Bikes, VCRs, Tires, etc. shall be tagged only. Place the barcode on the appropriate tag (Red for Evidence, Green for Found and Yellow for Bulk property) and affix the tag to the item.
3. Latent Print Cards. Do not seal latent print envelope.
4. Urine, bloods and sexual assault kits should have already been sealed and initialed. Do not place them in bags.
5. All narcotics shall be packaged separately in a 6"x9" envelope or bag and SEALED and initialed. Attach a blank lab receipt to the envelope and enter the lab receipt number into the Property Management System. Do not place narcotics in sealed bags with other property or paraphernalia. Small quantities of PCP shall be sealed in K-PAC. Contents from a syringe must be transferred to a tightly capped vial for submission. Place the vial in a regular evidence envelope, seal and initial and attach a blank lab receipt to the envelope. All narcotics are sent to the lab except found contraband.

### III. Property Storage and Locations

- A. **Property Storage:** Property must be stored in such a manner to ensure the individual items are secure from theft, loss or contamination. Also, proper storage of property is essential for the safety of all personnel.
  1. Small items, i.e. fingerprint cards, etc., should be deposited in the evidence mail slot.



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2. Bulk items, anything too large to fit in a locker, should be stored in the bulk storage caged area.
  3. All other items should be stored in a locker. Obtain a key for the locker from the key box, secure the item(s) in the locker, and then deposit the key in the mail slot area.
  4. The Property receipt (pink copy) shall be placed with the property in the locker.
  5. **AT NO TIME SHALL CHEMICALS OBTAINED FROM A DRUG LAB BE BOOKED INTO THE PROPERTY FACILITY.** If these type of chemicals are encountered, contact shall be made with the appropriate law enforcement agency to determine its evidentiary value.
- B. **Property Storage Locations:** There are two (2) locations in which property in the custody of the Pomona Police Department may be left for intake into the property system.
1. **Property and Evidence Packaging Area** – Located at 910 West Fourth St. Storage through evidence intake lockers and the evidence mail slot.
    - a. Most items may be stored at this location except those required to be submitted at locations below.
  2. **Bulk Storage Area** – Located in the gated area at the property facility at 910 West Fourth St; access by station key. Officers must store items in the evidence intake lockers or place large items on the floor in the bulk storage caged area.
    - a. All bicycles and any items too large to be stored through the evidence intake lockers may be submitted at this location.

NOTE: Large quantities of Liquid PCP should not be transported to the property facility. Contact the Watch Commander so that arrangements can be made with the fire department (hazmat) for pick-up.
    - b. All bloody clothing shall be hung in the drying lockers, located in the evidence/property processing area. Exhaust fan shall be turned on to facilitate drying.
    - c. After the clothing air dries, it will be the responsibility of the officer booking the evidence to package and seal the evidence and place it into an intake locker. Contact the Property & Evidence Technician to obtain the locker key in order to package the evidence.

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3. **Evidence Refrigerator** – Located in the evidence/property processing area at 910 West Fourth St.

- a. Items requiring refrigeration will be placed in the evidence refrigerator. Items such as urine, bloods, sexual assault kits, baby formula samples, and any other evidence that the investigator deems necessary must be placed in the small refrigerator located in the Officer's processing area. Do not place these items in the evidence lockers.

NOTE: Large quantities of Liquid PCP should not be transported to the property facility. Contact the Watch Commander so that arrangements can be made with the fire department (hazmat) for pick-up.

- b. All items which require lab analysis must have the officer's initials on the seal overlapping the container. Officers must indicate exactly for which drugs blood samples should be tested. Do not write "all drugs" on the blood sample envelope, as the lab will not accept it unless specific drugs are listed.
- C. The Watch Commander should be contacted to determine if items of unusual value will be at risk in the temporary storage lockers. If so determined, the property technician should be called out to place the item directly into the safe or evidence room.
  - D. Explosive devices, including hand grenades, artillery shells, bombs of any kind or any device suspected of being a bomb or explosive device of any kind **shall not** be handled, transported, moved or stored by any Pomona Police Department personnel. Contact the Watch Commander so he can make arrangements with the Los Angeles County Sheriff Bomb Squad for investigation and disposition. Los Angeles County Fire should be on scene to ensure safety containment of the area.
  - E. Fireworks shall be taken to a Los Angeles County Fire Station for disposal. Fireworks needed for evidentiary purposes shall be photographed and taken to a Los Angeles County Fire Station for disposal. The photograph will be placed into DIMS.
  - F. Perishable items will not be accepted. These items can be photographed and released. If no victim is present or located, these items shall be destroyed. Food items with ants or other insects shall be disposed of off the premises.

## PATROL 8-211

### 8-211.0 TITLE: STORAGE OF FOUND PROPERTY

Effective Date: 10-01-85

Revision Date: 02-08-18 (Author: Civilian Division Commander Baptista)

Revision Date: 06-07-99 (Author: S. Webster)

Revision Date: 08-23-95; 08-01-97

Related Procedural Manuals: Property 2-001, Detective 1-706

### 8-211.1 SYNOPSIS:

This section establishes policy and procedures for the storage/packaging and of all found property taken by members of this Department.

### 8-211.2 POLICY/OVERVIEW:

The following procedures have been established in order to ensure the proper storage/packaging, as well as to ensure the consistent flow of the handling of all property booked into the property and evidence department. City Code Section 2-1068 Disposal of unclaimed property and Section 2080.4 of the California Civil Code and succeeding subsections govern the storage of found property. **Items which have been intentionally abandoned by their owners do not fall within the Civil Code definition of found property, and the following procedures therefore do not apply to recovered abandoned property. Abandoned Property should be disposed of.**

### 8-211.5 PROCEDURES:

Bags, pre-printed envelopes, tags, evidence tape and string are provided at evidence/property processing area. Personnel processing property or evidence shall package items in envelopes, bags or other designated containers using the smallest container available which will hold the item(s). All containers shall be sealed with evidence tape. All seals shall be initialed overlapping the seal and the bag/envelope by the officer. All containers shall then be placed in an evidence intake locker, the evidence mail slot or in the bulk storage area.

- I. Procedures for Storage of Found Bicycles or Bicycles Taken for Safekeeping
  - A. After an officer has determined that a bicycle has not been stolen, the officer shall do the following:
    1. The officer shall obtain a DR number from dispatch and enter the information into the Property Management System with as much information as possible.
    2. When a bicycle is stored for Safekeeping, the officer shall make sure the full name, address and phone number of the owner is entered into the Property Management System and issue a property receipt.
  - B. The officer shall affix a barcode to a green property tag and then tie the tag to the handle bars or to the crossbar of the bicycle with string.

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### II. Procedures for Storage of Found Contraband

- A. Whenever an officer receives or finds an item that is illegal to possess (i.e., narcotics, nunchakus, etc.), the officer shall process the item as follows.
  - 1. If the items are narcotics, they shall be placed into a 6"x9" envelope. All information shall be entered into the Property Management System and a barcode placed on the envelope. NOTE: If the items are too large for an envelope, the same procedure will be followed with an appropriate sized paper bag, or box. The barcode will be placed on a green found property tag and attached to the bag/box/item. Marijuana plants shall be removed from the pot and placed in paper bags. The dirt and pot shall be discarded.
  - 2. Any other items shall be processed as regular found property, however if the officer would like the property destroyed right away, he/she must note that in the Property Management System, "To Be Destroyed Immediately."
- B. The officer shall write a brief narrative in the Property Management System as to how the property/contraband was obtained and whether or not the owner had been contacted.

### III. Found Firearms

- A. Whenever an officer receives a firearm as found property, he/she shall do the following:
  - 1. The officer shall have Records or Dispatch run the serial number of the firearm to ascertain if it has been reported lost or stolen.
  - 2. The officer shall give a Field Property Receipt (FORM PPD 89) to the finder and indicate on the receipt that the weapon will be destroyed if the owner is not located.
  - 3. The officer shall direct Dispatch or Records to print the teletype response and hold it for the officer.
  - 4. The officer shall place the teletype in the locker with the found firearm.
  - 5. The officer shall thoroughly inspect the firearm and unload the firearm. NOTE: Unloaded firearm is defined as removing all ammunition from the firing chambers/s, cylinder, magazine, tubular magazine, or any other type of ammunition receptacles attached to the firearm. Detachable magazines must be removed, listed and barcoded separately in the Property Management System.
  - 6. The ammunition and magazine shall be placed into a separate envelope or bag.

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7. The officer shall attach a plastic firearm tie through the chamber of the firearm so that the chamber cannot close or a magazine cannot be inserted. The officer shall affix a green found property tag and barcode to the attached firearm tie. Do not seal firearms in a bag or envelope.
8. If an officer, for any reason, is unable to inspect and/or unload a firearm prior to storing it, the officer shall place a "LOADED FIREARM" sign inside the locker on the Property intake side that is immediately visible to Property personnel opening the locker. The officer shall note such facts in the Property Management System and conspicuously on the firearm. NOTE: Do not place any signs on the outside of the evidence intake lockers. Property personnel shall NOT remove loaded firearms from the intake lockers. The property officer shall notify the Rangemaster who will respond to unload the firearm.
9. The officer shall describe in full the type of firearm in the Property Management System (i.e., make, model, S/N, description).
10. The officer shall write a brief narrative in the Property Management System regarding the circumstances surrounding the found firearm.
11. The officer shall then place the firearm, ammunition, and teletype in an evidence locker. The key shall then be placed into the evidence mail slot in the evidence/property process area.

### IV. Found Fireworks

- A. All Fireworks will be taken to Fire Station 187 at 3325 Temple Ave. for destruction with the exception of the fireworks enforcement period (June and July) where the fireworks will be placed in a bin located to the rear of the police department.
- B. Large quantities of Fireworks
  1. Contact the Watch Commander so that they can make arrangements with the fire department for pick up.

### V. All Other Found Property

- A. When an officer receives found property from an individual, the officer shall issue the individual a Field Property Receipt (FORM PPD 89), ensuring that all information is completed. Citizens are required by Civil Code Section 2080.1 to turn in found property worth more than \$100.00 to a police or sheriff's department, and to make a declaration stating where and how they found the property, whether they know the owner and whether they are submitting everything they found.
  1. The officer shall check the serial number of the item to find out if it has been stolen.

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2. The officer shall have the finder sign the Field Property Receipt and record the finder's information.
3. The officer shall advise the finder that the property will be held for 90 days from the date of receipt and if they wish to claim the property (unless the owner claims it first); they are to contact the Property and Evidence department prior to the 90 day expiration date. Finders should be advised to follow the instructions on the back of the Field Property receipt including calling ahead for an appointment to expedite the release. Found weapons or firearms will not be released to the finder.
4. The officer shall barcode and package the item and enter the information into the Property Management System. NOTE: If the officer can locate the owner's name, the officer shall include the owner's information in the Property Management System.
5. If an owner's name, address, and/or phone number, is available to the officer, the officer shall make every effort to notify the owner of the recovered property. The officer shall then note this notification in the Property Management System.
6. The officer shall then barcode and store the property in the appropriate manner.
7. The officer shall write a brief narrative in the Property Management System listing the circumstances of the recovered property.
6. The officer shall then barcode and store the property in the appropriate manner.

## PATROL 8-212

### 8-212.0 TITLE: EVIDENCE STORAGE PROCEDURES

Effective Date: 10-1-85

Revision Date: 6-28-18 (Author: Richelle Baptista, Civ. Division Commander)

Prior Revision Dates: 8-23-95; 8-1-97; 6-7-99

Related Procedures: Detective 1-707, Property 2-002, Code 4-092

### 8-212.1 SYNOPSIS:

This section establishes policy and procedures for the storage/packaging and sealing of all evidence taken into custody by members of this Department.

### 8-212.2 POLICY/OVERVIEW:

The following procedures have been established in order to ensure the proper storage/packaging and sealing of evidence, as well as to ensure the consistent flow of the handling of all property booked into the property and evidence department. The concept of packaging is to maintain the evidentiary value while protecting Department personnel from potential injury.

### 8-212.5 PROCEDURES:

Bags, envelopes, tags, evidence tape and string are provided at the property booking area. Personnel booking property or evidence shall package items in envelopes, bags or other designated containers using the smallest container available which will hold the item(s). **All evidence containers shall be sealed with evidence tape.** All seals shall be initialed overlapping the seal and the bag/envelope by the booking officer. All containers shall then be placed in an evidence intake locker, the property evidence mail slot or in the bulk storage area.

#### I. Procedures for Storage of Latent Prints

- A. Whenever an officer has dusted for latent prints and has lifted prints, the officer shall adhere to the following procedure.
  - 1. The officer shall place the latent print cards inside the latent print envelope. Do not place other items inside the envelope with the latent print cards.
  - 2. The officer shall enter all information into the Property Management System, making sure that all pertinent information is entered.
  - 3. The officer shall print the barcode label and attach it to the latent print envelope. Do not seal the latent print envelope.

#### II. Procedures for Storage of Biological Evidence

- A. Officers shall observe the following procedures when storing blood and/or urine samples:

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1. The officer shall be responsible for all information listed on the blood sample envelope and/or on the outside of the urine sample storage container. He/she shall ensure that the DR number is clearly marked and that the officer's initials are placed on the seal overlapping onto the blood sample envelope and/or the urine sample container. The blood sample envelope and/or urine sample container shall be marked as to what the evidence is to be tested for by the lab.
    - a. Indicate on the blood sample envelope specifically for which drug(s) the blood sample should be tested. Do not write "all drugs" on the blood sample envelope.
  2. The officer shall enter all information into the Property Management System, print the barcode label and attach it to the blood sample envelope and/or plastic bag containing the urine sample container.
  3. All blood and/or urine samples shall be stored in the refrigerator located in the officers processing room at 4<sup>th</sup> & White.
- B. Officers shall observe the following procedures for the storage of sexual assault evidence:
1. All sexual assault evidence shall be placed into either a Sexual Assault Evidence Kit or in a clothing bag furnished by the Los Angeles County Sheriff's Department. The officer shall place his/her initials on the seal overlapping onto the kit/bag.
  2. All information shall be filled out on both the Sexual Assault Evidence Kit and clothing bag(s).
  3. All clothing shall be packaged separately from the SART kit. Package shall be sealed with evidence tape and initialed by the booking officer.
  4. All items shall be entered into the Property Management System and each package shall be barcoded.
  5. The clothing shall be stored in an evidence locker.

### III. Storage of Money

If money is seized requiring special handling, for example: has collector value, or type of packaging constitutes evidence, specific serial numbers or other markings, a notation shall be made on the currency envelope indicating "THIS MONEY IS TO BE HELD AS BEST EVIDENCE."

- A. All U.S. Currency and coins shall be booked as follows:



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1. All money shall be separated from other property and placed in a currency envelope.
2. The money shall be listed in the Property Management System by denominations. The currency total will automatically calculate upon saving the record in the Property Management System.
3. After the money is counted, seal the envelope with evidence tape and initial. Attach both the barcode label and currency denomination label to the currency envelope.
4. Barcode the currency envelope and place in a locker/mail slot.

### IV. Procedures for Storage of Firearms

- A. Whenever an officer receives a firearm for evidence, the officer shall be responsible for the following:
  1. The gun must be individually tagged with a gun tie placed through the chamber.
  2. The gun shall always be submitted in an unloaded condition. The officer shall thoroughly inspect the firearm. Unloaded is defined as removing all cartridges from the firing chamber(s), cylinder, magazine, tubular magazine, or any other type ammunition receptacle attached to the firearm. Detachable clips and/or magazines must be detached, packaged and tagged separately.
  3. All firearms shall be submitted with chamber open, clip removed, and the safety on. Revolvers shall have cylinder open and blocked by a gun tie preventing accidental closure during handling and storage.
  4. If it is necessary due to the peculiarity of the weapon or circumstances surrounding the investigation, that a firearm must be submitted for storage in a loaded condition, the following will apply:
    - a. Loaded Gun signage must be placed inside the locker on top of the weapon warning of its loaded condition.
    - b. There are only two reasons a loaded gun should be booked into property:
      - (1) The officer and supervisor cannot unload the weapon, whereby the Rangemaster must unload the weapon.
      - (2) The weapon is held for prints and circumstances surrounding the investigation require the gun to remain loaded.
  5. All firearms are to be individually tagged. Do not place firearms together with any other property. Remove any live ammo from the magazine and

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package both separately. Do not seal firearms in a bag/envelope. If a firearm and gun case are booked together, the officer may place the firearm inside the gun case with a separate tag and barcode attached to the gun case.

6. Any firearm that appears to be fully automatic should be marked as such. The Rangemaster will be contacted for proper determination of the weapons potential before the gun can be released.
7. All firearms booked into property shall be checked for a possible stolen through Dispatch or Records prior to booking into property. The officer shall direct Dispatch/Records to print the response and have it held for him/her. That teletype shall be placed in the locker with the weapon.
8. The officer shall fully describe the firearm in the Property Management System. Make, Model, Caliber, Serial number, barrel length, and any other characteristics shall be included.
9. The officer shall swab the firearm for DNA per the procedure for the collection of DNA located in the Officer's Processing Room at 4<sup>th</sup> & White. NOTE: If any blood or other biological material is observed, book the firearm without swabbing and follow up with the handling detective to request forensics to conduct the procedure.
10. If there is any blood on the gun, the gun shall be placed in a paper bag and tagged noting that there is "**blood on the weapon.**" Do not seal the bag. Write on the "blood on weapon."
11. The officer shall then barcode the tag and place the firearm in a locker.

### V. Procedures for Storage of Narcotics

Narcotics such as heroin, methamphetamine, cocaine, PCP must be packaged with care and caution. The Pomona Police Department requires all narcotics to be placed in a 6"x9" evidence envelope and PCP to be placed in a heat sealed bag and then placed in a 6"x9" evidence envelope. All narcotics are sent to the lab for analysis unless otherwise noted. All paraphernalia must be packaged separately from the narcotics. All narcotics should be weighed. The weight shall be entered in the field provided in the Property Management System. Narcotics booked as evidence for felony charges shall be NIK tested by CSI personnel upon request of the handling detective. **All narcotics shall be entered into the Property Management System. A barcode label shall be attached to the envelope. The envelope shall be sealed** with evidence tape and initialed prior to booking into evidence.

#### A. Narcotics other than phencyclidine (PCP)

1. All narcotics shall be separated from other property/paraphernalia. The narcotic shall be placed in a 6"x9" evidence envelope, barcoded, sealed and initialed. The lab will not accept narcotics containing any paraphernalia or

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any other items within the evidence envelope. EXCEPTION: When narcotics are enclosed in a money bindle, you shall leave the money bindle with the narcotics.

2. If the amount of narcotics or the bulkiness of the narcotics precludes the use of the 6"x9" evidence envelope, the officer shall use a paper bag to store the evidence, fill out an evidence/found tag and barcode the tag. The bag shall be sealed and initialed. For example: Large plants shall be cultivated and placed in paper bags or evidence boxes. Kilos of cocaine can be boxed or placed in paper bags. All the above must be tagged, barcoded, sealed and initialed. See section 3 for excessive quantities.
3. When booking narcotics into property and evidence, proper handling is essential. All substances shall be placed in a ziplock baggie to ensure that the narcotics does not spill or dissolve. The quantity can be lost when stored improperly.
4. Officer shall extract liquids from syringes and place the liquid in the small glass vial container designated for that use. The syringe and glass vial container shall be packaged **separately** in a syringe tube and 6"x9" evidence envelope, barcoded, sealed and initialed.
5. The Pomona Police Department and the Los Angeles County Sheriff's Department will not receive into their property/evidence offices narcotics that have been removed from a body cavity without it being identified and labeled as bio hazardous. It shall be marked as having come from a body cavity. Be specific as to which body cavity the narcotic was removed. These conditions must be clearly marked on the package. There are no exceptions to this process. The personnel assigned to Property and Evidence section have been advised not to book into their custody any narcotic that does not meet this criteria.
6. Found narcotics will be weighed by the booking officer. Found narcotics will not go to the lab and will be destroyed unless otherwise noted.
7. When placing bindles of narcotics into property, each and every bindle must be checked for narcotics for accountability.
8. If baggies/packaging is held for prints, the officer's seal will be broken by CSI/detective printing the case and re-sealed by same. If possible, please print your own packaging as waiting for the detective will delay the lab analysis for approximately one week.

NOTE: All items held for prints shall have a "Service Request Form" completed and immediately forwarded to the Forensics Unit.

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9. Do not put green or “wet” marijuana in plastic. Plastic causes the marijuana to mildew and become a toxic liquid. Use paper bags or cardboard boxes.

### B. Phencyclidine (PCP)

In an effort to prevent accidental spills and contain hazardous fumes emitted from PCP, the following processing and packaging shall be followed. Officers are cautioned that exposure to PCP should be kept to an absolute minimum. After handling PCP, officers shall immediately wash their hands with soap and water. The mouth, nose or eye areas should not be touched nor should the officer smoke prior to the hands being washed. Large quantities of PCP must be treated as a hazardous material and shall be placed with a hazmat facility.

1. All PCP SHALL be processed at the property facility at 4<sup>th</sup> & White and stored in the lockers.
2. If the officer has a small amount of liquid PCP (under 6 ounces), the officer shall place the PCP in a KAPAK plastic bag and heat seal it. The officer shall then place this container in a 6”x9” evidence envelope or bag and tag it. Fill out the tag envelope and place the barcode on the tag/envelope. DO NOT USE ANY OTHER TYPE OF PLASTIC BAG. Do not overfill the KAPAK plastic bag, as it may hamper the heat seal.
3. Heat seal the KAPAK plastic bag carefully and thoroughly. Two seals are recommended approximately ¼ inch apart. The heat sealer shall be set on heat range 5, and shall be held down for approximately five seconds.
4. Visually inspect the seal to ensure that it is complete.
5. Do not staple through the KAPAK plastic bag, as this destroys the seal.
6. Place the evidence in an evidence locker.
7. When the locker has been locked, place the locker key in the evidence drop slot located in the evidence booking area.

### C. Excessive quantities of narcotics

1. Sections 11479, 11479.1 and 11479.2 of the Health and Safety Code specify the sample requirements necessary for large quantities of drugs. These sections allow the property unit to summarily destroy all quantities in excess of that amount provided by the sections as being necessary for court presentation. It is the investigating officer’s duty to obtain the required photographs, random samples and sufficient quantity of the drug as specified by the sections for presentation as evidence in court. These sections are subject to changes and additions by the courts and the legislature. It is each officer’s responsibility to prepare his/her evidence appropriately.

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2. The requirements of the aforementioned sections are based upon the flammable and hazardous nature of the items seized in drug cases. Officers should take great care in complying with these sections not only for purposes of their own credibility in court, but for the protection of other employee's health.
3. Large boxes can be obtained through the property officer. If no property officer is available, use paper bags and a property officer will place the bags in a large box the next business day.
4. The officer shall contact the on-duty Watch Commander to determine if the property officer shall be called out to store large amounts of narcotics.

### VI. Procedures for Storage of Evidence Containing Toluene

- A. Whenever an officer has evidence containing toluene, the officer shall do the following:
  1. The evidence shall be packaged in a KAPAK bag and sealed with the poly heat sealer located in the evidence/property processing area.
  2. The officer shall then place the evidence inside an evidence envelope or a paper bag. When placing the evidence in a bag you must place an evidence or found tag on the bag and place a barcode on the tag, seal and initial the package.
  3. The officer shall then place the evidence in the bulk storage area. NOTE: At no time shall the evidence be put in a property locker unsealed.

### VII. Perishables

- A. Perishables shall not be taken into evidence. It shall be the responsibility of the investigating officer to:
  1. Photograph items recovered.
  2. Contact owner for pick-up of items. Any food, beverage (alcohol or non-alcohol) prescription or non-prescription medicine, medications and other similar items susceptible to contamination which have been out of the possession and control of the owner for any period of time shall not be returned. These items shall be destroyed.
  3. No food items will be accepted into property and food items with ants or other insects should never be brought into the station or on the premises.
  4. Place the photos from the above property in a 6"x9" evidence envelope. Deposit same in the evidence mail slot.

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### VIII. Storage of Gasoline, Car Batteries, and Other Dangerous or Corrosive Materials

- A. No property that has an explosive ability will be accepted into the property warehouse or processing area (i.e. gasoline). The officer will contact the Watch Commander and advise him of the situation. The Watch Commander will consider calling Hazmat. Consideration should be given to the legal disposal of this form of hazard substances.

### IX. Fireworks (Evidence)

- A. Photograph items and place photo in DIMS or in a 6"x9" evidence envelope.
- B. Place fireworks in the designated firework destruction receptacle at the station.
- C. Large quantities of Fireworks – Contact the Watch Commander so that he can make arrangements with the fire department for pick-up or delivery. Be sure and photograph items and place photo into DIMS or in a 6"x9" evidence envelope.

### X. Storage of Large Quantities of Evidence or Bulky Evidence

- A. Whenever an officer has evidence that is too large to fit in an evidence locker or has large amounts of evidence from one case, the officer shall have the responsibility of doing the following:
  - 1. The officer shall tag and barcode each item separately and mark the tag with the item number.
  - 2. The officer shall seal all property that can be placed in bags or envelopes. Each bag will need one tag only, listing all items in the bag. Large items do not have to be sealed. The officer must tag all items.
  - 3. The officer shall itemize and ensure that all items which contain a model and serial numbers have these numbers listed in the Property Management System.
  - 4. Any items fitting into the above category will be stored in the bulk storage area...
  - 5. If an officer needs to book a large volume of evidence and it is after hours, and it would not be feasible to store in the bulk storage area, the officer shall do the following:
    - a. Notify his/her supervisor and determine if the property can be photographed and then released to the owner.
    - b. If the property cannot be released to the owner, the Watch Commander shall be notified. The Watch Commander will call the Property and

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Evidence Technician to open the main warehouse and store the evidence.

### XI. Storage of Liquor Sample Bottles

- A. Whenever an officer has liquor taken as evidence in infractions, misdemeanor Vehicle Code sections, and misdemeanor Pomona City code violations, the officer shall save only a sample of the liquor in a sample bottle. This does not apply to felony Vehicle Code violations, and where the container is used for other types of crime (i.e. 242 PC, 211 PC, 459 PC).
  - 1. Pour a sample of liquor into the sample bottle and seal it with a cap.  
NOTE: Do not seal the bottle by taping it; just screw the cap down tightly.
  - 2. Place the bottle in a 6"x9" evidence envelope, barcode the envelope. Seal and initial the evidence envelope.
  - 3. Place the sample bottle in an evidence locker. Do not place the evidence in the Evidence mail slot.

### XII. Storage of Blood Soaked and/or Wet Clothing

- A. All blood soaked and/or wet clothing whether evidence, found property or prisoner bulk property shall be hung to dry in the drying lockers in the evidence/property booking area. Exhaust fan shall be turned on to facilitate drying.
- B. Section 1 of this procedure shall be followed regarding blood soaked and/or wet found property, prisoner bulk property and/or evidence.

### XIII. Storage of Needles and/or Syringes

- A. Needles and/or syringes taken as evidence shall be placed in the provided syringe tubes prior to being placed into the evidence envelope. The needle and/or syringe point shall be placed away from the cap when inserted into the syringe tube.
- B. Needles and/or syringes taken as found property shall be placed in the sharps container for immediate destruction.

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### 8-213 TITLE: NEEDLE / SYRINGE HANDLING PROCEDURE

Effective Date: 10-20-2020 (Author: Lt. Anthony Catanese & Lt. Brian Hagerty)

#### 8-213.1 SYNOPSIS:

Procedure for assisting Officers with the proper handling of needles, syringes, and lancets in the course of their daily duties.

#### POLICY/OVERVIEW:

The Pomona Police Department is committed to assisting our community and improving the quality of life of those people who live, work, and visit the City Of Pomona. In an effort to make the City Of Pomona safe, the Police Department has implemented a needle / syringe handling procedure.

#### 8-213.2 PROCEDURES:

##### I. Officer Responsibilities:

- a. Ensure a SANDD Mini Sharp Diposal unit will be permanently stored in every patrol vehicle.

- i. **Charging the battery** - With the supplied charger, plug the unit into a standard 100-240V outlet or car outlet. Charge time is 12-15 hours (or overnight). After charging the battery for the first time, you MUST unplug your charger from the unit and do not recharge it until a low battery is indicated (if the yellow “low battery” light appears during the destruction process, finish destroying the current needle, but do not continue with additional needles until charged).

**1. Important: The battery must charge for 12 hours before operation of the SANDD Mini. A fully charged unit will disintegrate over 200 needles and/or lancets.**

- ii. **Select Insert and Snap Insert into Hole** - Take the plastic “insert” from the small zip lock baggie and remove it from the baggie. Place the insert into the large hole in the device and make sure the insert snaps into the hole.
- iii. **Insert Syringe** - Drop syringe into the hole, allowing it to fall into place. DO NOT push or FORCE the syringe down into the hole.

1. If the syringe has fluid in the tube you may still incinerate the needle, which will secure the fluid in the tube.



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- iv. **Depress Power Button** - Firmly push and hold power button down until the green light is no longer illuminated and yellow light flashes (approx.. 2 ½ - 3 seconds).
- v. **Syringe Removal** - Wait a few seconds for the needle to cool down. Twist syringe while removing. The syringe may be discarded into trash receptacle (FDA and OSHA approved) if it is **NOT** being held for evidence.
- vi. **Cleaning the SANDD Mini** - Clean the surface of the SANDD Mini unit by dampening clean cloth with isopropyl alcohol or a 1:10 bleach-water solution.
  - 1. Clean around the needle aperture with the dampened cloth.
  - 2. DO NOT use excessive amounts of isopropyl alcohol.

## II. **TROUBLESHOOTING PROCEDURE FOR SYRINGES AND LANCETS:**

- a. Needle may be hot;
  - i. Wait a minimum of three seconds after destruction to remove the syringe or lancet;
- b. Twist the syringe or lancet while removing;
- c. Maximum recommended usage rate:
  - i. One needle destruction per minute;
- d. Do not leave the syringe or lancet in the device for more than 15 seconds after destruction;
- e. Lancet manufacturers vary and if you experience difficulty with the destruction of a lancet, gently press down the lancet while depressing the power button.
- f. If the lancet becomes stuck:
  - i. Firmly press the lancet down into the port. If this does not free the lancet, firmly press the lancet down while depressing the power button.
- g. If the syringe needle isn't destroyed after using the SANDD Mini:
  - i. Dispose of the needle properly in a puncture-proof container (Sharps container or tube).
- h. In the event the unit is defective, report the issue to your supervisor and notify the Quality of Life Sergeant.

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### III. WHEN THE NEEDLE IS NOT DESTROYED, OR PARTIALLY DESTROYED:

- a. The battery may need charging;
- b. The battery needs recharging when the yellow light illuminates constantly with the green light during needle destruction. If the yellow light only flashes at the end of the cycle, your battery does not need recharging.
- c. THE BUTTON MAY HAVE BEEN:
  - i. Released before the green light went off;
  - ii. Not fully depressed;
  - iii. Depressed too slowly;
  - iv. Reinsert the syringe and try it again.
- d. THE NEEDLE MAY NOT HAVE BEEN SEATED PROPERLY:
  - i. Reinsert the syringe and try it again;
  - ii. The needle may have been bent;
  - iii. Attempt to safely straighten the needle and try again;
    1. If you are able to safely straighten the needle, discontinue procedure and place the item in a sharps tube.
  - iv. When retreating a syringe, rotate the syringe half a turn from its original position.
- e. In the event the unit is defective, report the issue to your supervisor and notify the Quality of Life Sergeant.

### IV. DISPOSAL vs. STORAGE OF SHARPS (NEEDLES) AND/OR SYRINGES:

- a. If the syringe is FOUND CONTRABAND or FOUND PROPERTY use the SANDD Mini to incinerate the needle. Once the syringe is rendered safe, you may dispose of the plastic portion of the syringe in a trash receptacle.
- b. Needles and/or syringes taken as **EVIDENCE** should be treated as such. Prior to booking the syringe, render the syringe safe by using the SANDD Mini, and then place the plastic portion of the syringe in the syringe tube prior to being booked into evidence. Follow evidence procedures.

Please see the below links regarding a news feed as well as a training video about the SANDD Mini:

<https://www.htv10.tv/clip/14987690/bayou-time-116-new-equipment-purchased-for-needle-disposal>  
<https://youtu.be/-5JyCU9OWzg>

## PATROL 8-214

### 8-214.0 TITLE: PROCEDURES FOR RELEASING AND/OR VIEWING PROPERTY

Effective Date: 10-01-85

Revised Date: 3-08-18 (Authors: Richelle Baptista, Civ. Division Commander)

Prior Revised Dates: 8-23-95, 8-1-97, 6-7-99

Related Procedures: Detective 1-708, Property 3-000

### 8-214.1 SYNOPSIS:

This section establishes policy and procedures for the release and viewing of property and evidence taken into custody by members of this Department.

### 8-214.2 POLICY/OVERVIEW:

The following procedures have been established in order to ensure the proper procedure for releasing and viewing of property. It is the Property and Evidence Technician's responsibility to keep a record of the chain of custody of all property booked into the Police Department. All property retained under the control or custody of the department will be placed into and processed through the Property Management System. The Property Technician will account for each item and systematically detail the movement and the disposition of each item.

### 8-214.5 PROCEDURES:

All property with the exception of Found and Bulk property requires a case disposition from the Detective Bureau authorizing the release of Property. The person to whom property is delivered shall read and acknowledge, under penalty of perjury, a declaration of ownership before signing on the electronic signature pad. The signature shall be retained in the Property Management System. For temporary releases or viewing property, the person accepting or viewing the property shall sign the electronic signature pad whereby the chain of custody will be updated in the Property Management System.

#### I. Desk Officer Procedure

- A. Whenever a person comes to the front desk for the release of property, the Desk Officer shall give that person directions and information regarding the location of the Property Facility and the procedure for the release of property.

#### II. Release of Property by Patrol Officers/Detective Bureau

- A. Occasionally found property and/or evidence is released by the Patrol Officer/Detective in the field or at the Police Station when the property contains ownership information, proof of ownership and/or the property is too bulky to be transported to the station. The purpose of this is to release, at the earliest possible time, all recovered property of evidentiary value, where the ownership of which is not in dispute.

#### B. Exception:

This release procedure shall not apply to money, explosives, hazardous or illegal substances, narcotics, property confiscated by Search Warrant, firearms or weapons

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used in the commission of a crime, property requiring laboratory analysis, or any property that is illegal to possess under municipal, state or federal laws. Items held for investigation of a capital offense shall not be photo released (i.e., 187 PC, 207 PC, etc.). Items held in crimes with a Statute of Limitations in excess of 6 years shall not be released.

- C. Application: This procedure shall apply to all property (except as noted above) which is being held as evidence in connection with an investigation and/or prosecution of either felony or misdemeanor offenses involving adults or juveniles.
- D. Suspect in Custody
  - 1. Anytime property is taken from a suspect, the property may be released if:
    - a. The property definitely belongs to the suspect and they request it to be released to a person at the location.
    - b. The property is determined to belong to another party, qualifies to be released and is not a restricted item disqualifying it from release.
- E. If the property does not qualify to be released, the Officer/Detective shall proceed as follows:
  - 1. Complete and issue a Field Property Receipt (PPD 89) to the person the property is being taken from.
  - 2. Inform the person who signed the PPD 89 that they will need to contact the Detective Bureau regarding the disposition of the property.
  - 3. If the arresting/investigating officer determines that the property should not be released pending final adjudication, that information should be entered into the Property Management System.
- F. Release by Property Technician.
  - 1. Stolen or Embezzled Property (1413 PC)
    - a. After 15 days from the date of delivery of the Field Property Receipt, and no claim of ownership has been made by the suspect, the Property Technician shall advise the owner to contact the Detective assigned to the case for release of property.
    - b. If a claim of ownership has been made within 15 days by the suspect in writing, the Property Technician shall forward the written request to the Detective assigned to the case for final disposition instruction.

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### G. Release of Property after Photographed:

1. If property is to be retained in Property and Evidence the Officer/Detective will follow the procedures to store the property and all items must be listed in the Property Management System and barcoded.
2. Complete the Property Lost/Stolen report from (PPD 269) ensuring the proper Property Category is used.
3. The officer or detective shall photograph all items that will be returned. Content of the photograph should include labels, identifiable marks and serial numbers, if available.
4. All photographs shall be taken in a digital format and uploaded into DIMS.
5. The person the property is released to shall sign PPD 269 to indicate receipt. They will then be given a copy of PPD 269.
6. Property that is held but qualifies for immediate release; this status shall be entered on the case disposition or in the Property Management System. The Property Technician will be responsible for all property released.
7. All serialized item(s) that are subject to release must first be cleared by the California Department of Justice, Automated Property/Firearms Systems. This applies to all serialized property releases (refer to section 11108 PC)
8. Forward the first page of PPD 269 to Records.

### III. Authorization for Release of Property by the Detective Bureau.

- A. The assigned Detective shall be responsible for the disposition and authorizing release of stored property with the exception of found and prisoner bulk property.
  1. Upon determination that property should be released, the Detective shall identify the property and disposition the release through the Property Management System.
  2. Release of property will be made by appointment only with a Property Technician.
  3. The Detective will make the decision for final disposition of property on cases assigned to them.

### IV. Releasing of Property for Court

- A. Whenever an officer has property that is needed for court, the officer shall do the following:

## PATROL 8-214

1. The officer shall notify the Property Technician of the DR number and items needed for court. This can be done in advance via email.
2. The Property Technician shall pull the property and have the officer electronically sign for the release of property in the Property Management System.
3. The officer having custody of the property shall maintain the chain of custody and if the property is held by the court, the officer shall be responsible for notifying the Property Division by submitting the Court Retained Evidence Form to the Property unit. A copy of the court retained paperwork will be given to the Property Technician who will scan the information into the Property Management System under the case number. NOTE: If the Property office is closed, the officer shall place the court retained paperwork in the evidence mail slot.
4. If the property is not held, the officer shall return it to the Property Division on the same day as checked out and sign it back in. NOTE: If the Property office is closed, the officer shall place the property in an evidence locker/evidence mail slot.

### V. Temporary Release of Property

#### A. Property may be released temporarily for the following reasons:

1. Officer is taking property to court.
2. Officer/Detective is taking property for investigation.
  - a. Viewing by victim/Attorney.
  - b. Viewing by another agency.
3. Property is being sent to the Crime Lab.
4. All other requests for the inspection, evaluations, or testing will be limited to those requests that are in writing and approved by a Division Commander, Deputy Chief, or the Chief of Police. If the request is made by a staff officer, and there is a question as to the reason for the request, the Watch Commander shall be contacted for approval before the release of property.

## PATROL 8-220

**8-220.0 TITLE: OPIOID OVERDOSE MEDICATION (NARCAN® NASAL SPRAY) PROCEDURE**  
Effective Date: 03-12-2019 (Author: Officer Tim Dorn)

**8-220.1 SYNOPSIS:**

Procedure for inspecting, safe handling, and servicing of Naloxone Hydrochloride (Narcan®) nasal spray.

**POLICY/OVERVIEW:**

The Narcan® Administrator shall inspect all Narcan® nasal spray applicators prior to being certified for field use. Officers are responsible for ensuring Narcan® nasal spray applicators are maintained in a serviceable condition and properly stored in department's jail. Any discrepancies in inventory shall be reported to the Narcan® Administrator.

**8-220.2 PROCEDURES:**

I. Training

A. Prior to Department use and deployment of Narcan® in the field, Department personnel shall complete the approved Narcan® training from a Department instructor.

II. General Procedures

A. Patrol Sergeants shall designate Officer(s) to check out a Narcan® Kit from the jail prior to going in service. Officers shall inspect the kit to ensure all items are present and in working order.

B. When checking out or checking in the Narcan® Kit from the jail, the log form shall be completed by the officer and the jailer shall check the accuracy of each entry and then initial the form.

C. The Watch Commander shall be notified if there are any discrepancies discovered by any employee regarding the inventory of the Narcan® Kits. If the Watch Commander cannot reconcile the discrepancy within that duty shift, the Patrol Division Commander and Narcan® Administrator will be notified.

III. Storage

A. Department personnel should ensure the proper care and storage of Narcan®

B. Store in a cool location defined as a controlled room temperature of 59° F to 77° F (15° C to 25° C). Short exposures to temperatures between 39° F to 104° F are permitted (4° C to 40° C). Do not freeze. Protect from light;

C. If a cartridge is nearing its expiration date, the Department employee shall notify his or her Narcan® Administrator and exchange the cartridge no sooner than

## PATROL 8-220

seven calendar days before the expiration, and no later than the date of expiration; and,

- D. If lost or damaged, an officer shall notify his or her supervisor as soon as he or she becomes aware of the lost or damaged cartridge.

### IV. Administration

- A. When trained and equipped Department personnel encounter a subject suffering or perceived to be suffering from an opioid overdose, and elect to provide immediate medical intervention, prior to the arrival of emergency medical services, personnel shall:
  - i. Ensure that fire/paramedic personnel has been requested;
  - ii. Deploy the Narcan® in accordance with Department training; and,
  - iii. If Narcan® is deployed, dispose of any used Narcan® cartridge(s) in a biohazard container,
  - iv. Obtain Narcan® replacement cartridge(s) from the jail.

California Civil Code Section 1714.22(f) provides that persons who are trained in accordance with the requirements of California Health and Safety Code Section 1797.197, and who act with reasonable care and good faith in administering Narcan® to a person experiencing or suspected of experiencing an opioid overdose shall not be subject to professional review, liable in a civil action, or subject to criminal prosecution for such administration.

### V. Documentation

- A. After Narcan® nasal spray has been administered to a patient, whether successful or not, Department personnel shall:
  - i. Verbally advise fire/paramedic personnel who administered the initial Narcan® spray(s), what time Narcan® nasal spray(s) were administered and any change in patient's condition;
  - ii. Complete the PPD Narcan® Use Report form
  - iii. Complete Injured Person report or an Arrest report if applicable; All paperwork completed and approved shall be sent to the Department's Narcan® Administrator.



## PATROL 8-300

### 8-300.0 **TITLE: RELEASE OF VEHICLES**

Effective Date: 8-29-85

Revised Date: 4-1-88, 9/28/95

Related Procedural Manuals: DET. 1-300, DESK 3-202

### 8-300.1 **SYNOPSIS:**

Procedures and instructions releasing vehicles to registered owner or legal owner.

### 8-300.4 **DEFINITIONS:**

Registered Owner: A person who registers a vehicle with DMV.

Legal Owner: A person, bank, credit or lending institution who holds a security interest in a vehicle and who holds a legal title to the vehicle.

Storage: The removal of a vehicle for safekeeping, when considered an obstruction/hazard, incidental to an arrest, or when in violation of a local ordinance.

Impound: The seizure of a vehicle as evidence in a particular investigation, when used in the commission of a crime, or under the provisions of sections 22651(i), 22651(j) or 10751 of the California Vehicle Code.

Recovery: The locating of a vehicle reported as stolen/embezzled to any law enforcement agency.

Tow Release Fee: A fee charged by the Police Department to (Tow Cost Recovery the person claiming a stored or impounded fee) vehicle to recover the costs involved. This is separate from the towing and storage fees charged by the towing company.

### 8-300.5 **PROCEDURES:**

#### I. Tow Release Fee

- A. All vehicles ordered towed by Pomona Police Department will require a release from the Department before the owner or authorized agent can obtain the vehicle from the tow agency.
- B. All vehicles, whether stored or impounded, shall be assessed a towing cost recovery fee "tow release fee" prior to release as follows:
  1. No release cost recovery fee will be assessed if the storage of the vehicle was the result of the registered owner or legal owner, or driver being the victim of a crime, or if the vehicle was impounded only for evidence.

## PATROL 8-300

2. No release fee will be assessed a vehicle if stored pursuant to an arrest solely for 23152 C.V.C. or 23153 C.V.C. and the driver is subsequently released 849(b)(1) P.C. prior to booking.
3. The impound/storage fee charged will be \$35
4. The Watch Commander may authorize release of a vehicle without payment of a release fee if he believes the circumstances so warrant. The Watch Commander shall complete a memo describing the circumstances and forward it to the Operations Captain.

### II. Release Procedure (For Vehicles With No "Holds", i.e. "Storages")

- A. Examples: 22651(k) VC/32-13.12 - 72 Hour Parking  
22669 VC - Abandoned Vehicles  
22651(h) VC - Driver arrested (and vehicle not held for evidence).
1. Desk personnel shall determine if a release fee is due on the vehicle based upon the information listed on the report
  2. The Desk Officers shall obtain payment from the claiming party and issue a receipt in accordance with established procedures.
  3. A vehicle release shall be given to the owner/agent after presentation of proper identification, and proof of ownership.

### III. Release of Impounded Vehicle (i.e., vehicle with "holds")

- A. Examples: 10751 VC.....No VIN/Altered VIN  
22655 VC ..... Hit and Run  
22651(o) VC ... Registration Expired Over 1 Year.  
22651.7 VC .... Vehicle Abandoned After Pursuit.  
22655.5 VC Impounded for evidence when vehicle used with owner's permission.  
22651(p) VC ... Unlicensed Driver (12500 VC)
- B. Tow fee shall be collected as in II. A. above.
- C. If the vehicle is being held for "prints", other evidence, or for an investigation of 10751, etc., clearance by the Detective Bureau is required prior to release of the vehicle.
- D. If the vehicle is impounded for 22651(o) V.C. (registration expired over 1 year) the vehicle will not be released until:
1. A current valid registration is presented or,

## PATROL 8-300

2. An officer issues a promise to appear (citation) to the owner for 4000(a) VC., or
3. The owner presents a "Promise to Appear" for 4000(a) VC that he has previously been issued for the same vehicle, and for which the court date has not expired. A parking citation(s) is not acceptable to secure a release.

NOTE: A "deposit of fees" is not registration and is not sufficient for vehicle release.

- E. If impounded pursuant to 22651 (p) (unlicensed driver), the vehicle shall not be released to the owner/agent until presentation of his/her valid driver's license.
- F. Desk personnel shall give PPD 163 (REV 6/88) the "Vehicle Release Information Sheet" to the claimant with the release. (See exhibit A).
- G. Desk personnel shall not release vehicles that are impounded under the authority of Section 14602.6(a) C.V.C. unless the vehicle has completed the mandated thirty (30) day period in impound.

## PATROL 8-320

### 8-320.0 TITLE UNDERCOVER FUND

Effective Date: 10/31/90

Revised: 09/13/95; 01/24/13

Related Procedural Manual: Detective 5-505

### 8-320.1 SYNOPSIS:

Procedures for maintaining the Department Undercover Fund.

### 8-320.5 PROCEDURE:

- I. Undercover Fund is to provide available cash for the following circumstances.:
  - A. Purchase of contraband when in furtherance of a criminal investigation.
  - B. Payment to an informant for information or service when in furtherance of a criminal investigation.
  - C. Payment of a reward for information that results in the furtherance of a criminal investigation.
  - D. Any other circumstance when approved by the appropriate Division Commander.
  - E. The undercover funds shall not be used as petty cash. Any need for petty cash shall be requested through the appropriate Division Commander
- II. Limits:
  - A. Any single expenditure of \$500.00 or less must have the approval of the initiating Division's appropriate Administrative Lieutenant or Watch Commander.
  - B. Any single expenditure in excess of \$500.00 must have the approval of the appropriate Division Commander.
- III. "Confidential- Expenditure" Form
  - A. "Confidential Expenditures" form PPD357 must be completed for each transaction wherein monies are expended
  - B. The form must be completed as follows:
    1. LOG #: The patrol undercover fund log number will be begin with 1000 and ISD 5000. A log number will be generated by the applicable supervisor whenever undercover funds are deposited, distributed or returned to the account. Each entry must use the next sequential number, (i.e.1000, 1001, 1002, 1003 etc.) to identify the transaction.
    2. Date & Time (date and time of occurrence)

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3. CIF# (Confidential Informant File Number)
4. DR # (If no DR # is drawn, enter "none" and explain in the summary section)
5. Undercover Buy ( Actual cost of contraband)
6. Informant (Amount paid to Informant)
7. Expenses (amount spent on items other than contraband or payment to the informant that are related to the undercover investigation)
8. Total (Combined total of Buy \$, Informant \$ & Other \$)
9. Contraband Seized (type and quantity)
10. Assets Seized (Currency and/or Real Property)
11. Details Summary of the undercover operation (summarize the detail, location(s) & arrest(s).
12. Signature Lines (must sign legibly, includes Officers/Detectives, Supervisors, Watch Commander and the informant when he/she receives payment.

### IV. Undercover Maintenance Procedures

#### A. Detective Bureau Lieutenant

1. Monitors the master Investigative Log Book and Undercover Fund, located in the Detective Bureau Lieutenant's office.
2. Insures that the Log Book reflects the correct amount of money available.
3. Requests money from finance when the master account balance is under \$3,000. Under normal circumstances the balance should not exceed \$5,000.
4. Issues Undercover Funds, and monitors the records of:
  - a. Watch Commander's Office.
  - b. Detective Bueau.

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5. Detective Sergeants shall complete the appropriate documentation and request undercover funds through the Detective Bureau Lieutenant.

### B. Watch Commander

1. Maintains Undercover Fund and Log Book located in Watch Commander's office.
2. Insures that the Undercover Fund Log Book reflects the correct amount of money available.
3. Issues money from Undercover Fund to personnel in compliance with this policy.
4. Insures that expenditures are properly reported on form PPD357
5. Insures that expenditures are properly logged in the Watch Commander's Undercover Form Log Book.
6. Requests funds from Detective Bureau Administrative Lieutenant and maintains a minimum balance of \$500.00. Under normal circumstances the balance should not exceed \$1,000.00,

## PATROL 8-400

### 8-400.0 TITLE: FINANCIAL RESPONSIBILITY

Effective Date: October 3, 1985

Revised: 12-16-88

### 8-400.1 SYNOPSIS:

Establishes procedure for issuing Notices to Appear for violation of Section 16028(a) of the California Vehicle Code, Evidence of Financial Responsibility.

### 8-400.5 PROCEDURE:

- I. Financial Responsibility. The principal component of the new law known as the Robbins-McAlister Financial Responsibility Act. The Act applies only to vehicles required to be registered in California. Under the new law, Section 16028(a) of the Vehicle Code requires that a driver furnish oral or written evidence of financial responsibility whenever he/she receives a citation for a Vehicle Code violation. Peace Officers shall request and write the driver's evidence of financial responsibility on the Notice to Appear. Exceptions to this requirement are limited to (a) emergencies which require the Officer's presence elsewhere, (b) violations for stopping, standing, or parking, or (c) only a verbal warning is given and no citation is issued. If a driver cannot furnish evidence of financial responsibility, the Peace Officer may cite for a violation of Section 16028(a) VC on the same Notice to Appear as the other violation(s) for which the enforcement stop was initiated.
- II. Vehicle Registration. Foreign vehicle registrations may no longer be valid for up to one year or until the registration expires in the foreign jurisdiction. An application for California registration on a vehicle last registered in a foreign jurisdiction must now be made within 20 days following the date the owner becomes a resident or accepts gainful employment in California, whichever comes first.

Regular active-duty military members are still exempt from California vehicle registration requirements, as long as they meet California financial responsibility requirements. However, foreign registered vehicles owned by these members are exempt from the financial responsibility disclosure requirements of Section 16028(a) VC.

- III. Uniformed personnel of the Department shall request and write on the Notice to Appear, PPD-30, financial responsibility information when citations are issued. Although law states that an Officer may cite the driver who fails to provide evidence of financial responsibility, the Department's policy is that the Officer shall cite for this violation when it is encountered. During the investigation/report of a traffic collision pursuant to Traffic Procedure #1-001 financial responsibility information should not be requested if the Officer intends to only give a verbal warning, or if an involved vehicle is only a parked vehicle.

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Officers shall not check the 40610(b) VC box on the Notice to Appear, PPD-30, for financial responsibility violations. These violations will be cleared directly with the court and shall not be "signed off" by Departmental personnel

### IV. Procedures for Issuance of Notice to Appear

#### A. Financial Responsibility

Financial responsibility information should be obtained when securing registration and driver's license information. One of the following entries will always be required in the comments section of the Notice to Appear, for each citation issued.

1. Entries to be made when evidence of financial responsibility is given either orally or in writing to the Officer by the motorist.
  - a. Enter the Insurance Company name, followed by the Policy number. Example: Nationwide 72PE123456.
  - b. Enter the California Certificate of Deposit number issued to self-insured companies or individuals by the Department of Motor Vehicles. Example: DMV S/I 66.
  - c. Enter the Public Utilities Commission identifying symbol issued to a highway carrier. Example: PUC ID TCP 123456.
  - d. Enter the name of the government entity which owns/operates the vehicle. Government entities are considered self-insured. Example: LA CITY, ORA CO, RIV CO, STATE.
  - e. Enter "Rental" for all rental vehicles registered in California, for all major rental companies carry their own fleet insurance. This procedure does not apply to leased vehicles where the leaseholder must be financially responsible.

NOTE: It is recommended that Officers note immediately following the financial responsibility information, whether it was given orally or in printed form for later use in court.

2. Enter "Emergency" in the comments section of the Notice to appear if the Officer is called away from the enforcement stop to an emergency before financial responsibility can be obtained.
3. Enter "N/A" when (1) the citation is for stopping, standing, or parking, or (2) the driver is cited for other than financial responsibility and the employer is



## PATROL 8-400

cited for 16028(a) VC (owner's responsibility) on a separate citation, or (3) the vehicle has foreign registration and is not required to be registered in California.

4. Whenever a cited driver is operating a vehicle owned or leased by his/her employer, and the vehicle is operated with the employer's permission, and the driver cannot provide evidence of the employer's financial responsibility, two citations may be issued--one to the driver for the original violation(s), and one for owner's responsibility to the employer for no evidence of financial responsibility. If all violations are owner's responsibility, only one citation will be issued. Section 16028(e) VC permits a driver to sign the Notice to Appear on behalf of the employer when the violation charged is failure to provide evidence of financial responsibility. Officers should allow the driver to sign the citation if he/she so requests; however, Officers shall not solicit the signature. Drivers who sign owner's responsibility citations do not receive a copy of the citation; all copies of the citation should be submitted for processing.
5. Whenever a cited driver is operating a vehicle owned or leased by another person who is not their employer, but with that person's permission, and the driver cannot provide evidence of either his/her or the owner/lessee's financial responsibility, only the driver should be cited.

## PATROL 8-501

### 8-501.0 TITLE: CRUISING ORDINANCE

Effective Date: 4-3-86

Related Procedural Manual: Det. 5-600

### 8-501.1 SYNOPSIS:

This section establishes the policy and procedure of Pomona Police Department for the enforcement of the City of Pomona Cruising Ordinance.

### 8-501.3 STATUTORY REFERENCES:

Section 2100(k) California Vehicle Code

Section 22651(h) California Vehicle Code

Section 32-16.5 Pomona City Code

### 8-501.5 PROCEDURE:

- I. Cruising Ordinance shall be utilized to minimize the adverse impact of cruising in those affected areas under the authority of 21100(k) C.V.C. and 32-16.5 P.C.C.

- A. Enactment

- Decision to enact the cruising policy must be made by the ranking peace officer on duty or by a designated supervisor.

- B. Congestion

- The degree of traffic congestion necessary to justify the enforcement of the Cruising Ordinance shall be based on the following definitions of congestion:

1. Whenever vehicular traffic at any signalized intersection in the central traffic area backs up for more than two blocks in any direction, or
    2. Whenever any vehicle attempting to cross a signalized intersection is delayed for more than one complete cycle of the traffic signal before crossing can be completed, or
    3. Whenever any other articulative circumstances exist which would constitute traffic congestion the ranking officer or their designated supervisor could utilize their discretion to initiate the Cruising Ordinance.

- C. Control Point

1. Officers enforcing provisions of the Cruising Ordinance shall establish a control point at some location within the affected area. Only vehicles

## PATROL 8-501

passing that point in one direction three times in a three (3) hour period can be in violation of the Cruising Ordinance. The ranking officer in charge or the designated supervisor shall determine where the control point is needed.

2. Location of the control point may be varied but a single location must be used to substantiate a citation for violating the Cruising Ordinance.
3. Control point can be obvious or obscured.

### D. Affected Area

1. The affected area shall be clearly identified by signs that state the appropriate provisions of 21100(k) of the California Vehicle Code and 32-16.5 of the Pomona City Code.

### E. Warnings

1. Drivers observed passing the control point in the same direction two or more times within a three hour period shall be stopped and the driver issued a written warning. (Refer to Attachment)
2. When a warning stop is made the officer shall:
  - a. Upon completion of the written warning, hand the driver the original copy of the pre-printed warning form.
  - b. Retain the hard copy of the warning form for reference.
3. If a citation is later issued to the driver for violation of the Cruising Ordinance the hard copy of the warning form shall be attached to the incident report of the incident. If no citation is issued within the three (3) hour period on that day the warning citation shall be destroyed. Warning citations can only be used on the same day of issuance.

### F. Enforcement

1. A driver passing the control point a third or additional time within a three (3) hour period from the time of the first passage shall be taken into custody and charged with 32-16.5 P.C.C. a misdemeanor.
  - a. Driver of the vehicle may be cited and released in the field if he/she meets the requirements for an O.R. release on a written notice to appear.

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- b. If he/she is not eligible for a release in the field normal booking procedures shall be followed.
  - c. Vehicles driven by the offenders may be stored only if the violator is taken before a magistrate or booked. Refer to Section 22651(h) V.C.
  - d. A report will be written by the handling officer documenting the incident; warning cite will be attached and "Notice to Appear" will also be attached if one is issued.
2. Officers assigned to the control point must be able to identify the driver, vehicle and number of times the control point was passed.
  3. There is no requirement that the same officer witness all times that a driver passes a control Point. Accumulated information supporting violations of the Cruising Ordinance may be passed from one officer to another as long as accurate records are kept.

## PATROL 8-503

### **8-503.0 TITLE: CALIFORNIA DEPARTMENT OF CORRECTIONS/PAROLE DIVISION RADIO FREQUENCY USAGE AGREEMENT**

Effective Date: 6/30/95

Revised Date:

Related Manuals: Dispatch 2-129

### **8-503.1 SYNOPSIS:**

Describes the procedures to be used by State Parole when using City of Pomona Police radio frequencies.

### **8-503.2 POLICY/OVERVIEW:**

To assist California State Parole Officers in the performance of their duties, a mutual agreement has been established whereby agents of the Pomona Parole Unit will have City of Pomona radio frequencies installed in their units. The use of the police Department radio frequencies will be limited to Emergency Traffic only. Parole Agents will be able to use Blue, Brown, and Orange channels in contacting officers or Police Dispatch.

### **8-503.5 PROCEDURES:**

A. Procedures covering the use of Police radio frequencies:

1. Parole Agents will utilize police frequencies only during those incidents that can be deemed an emergency situation.
  - a. In need of a back up officer to prevent loss of life, property or prevent injury to the agent, officer or citizen.
  - b. To apprehend a known parolee who is evading arrest.
  - c. To prevent the escape of a parolee in the agents custody.
  - d. To assist Pomona Police Officers when a crime has occurred and the parole agent has a suspect under observation and can provide immediate information leading to the suspect(s) arrest.
  - e. Requesting medical assistance to render immediate medical care to an injured citizen, police officer or parole agent.
  - f. Any other emergency situation that in the parole agent's estimation required the immediate response of a police officer
2. Parole agents will use their state department ID numbers when requesting assistance through Police Dispatch over any Pomona Police frequency.

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3. A list of identification numbers and agents names will be provided by the Pomona Parole Office to Police Dispatch and will be updated when any changes are made.
4. When requesting assistance parole agents will contact police dispatch by first giving a unit designation of "Parole", followed by the agents assigned identification number; for example... "Parole 2714 to Pomona".
5. When Pomona Police Officers are in need of immediate assistance from a parole agent, the officer can broadcast over Blue channel for any parole agent on the radio; for example... "A12 to any parole agent".

## PATROL 8-601

### **8-601.0 TITLE: "TEDDY BEAR" PROGRAM**

Effective Date: March 10, 1989

### **8-601.1 SYNOPSIS:**

Distribution of donated Teddy Bears to children who have suffered a traumatic event.

### **8-601.2 POLICY/OVERVIEW:**

The American Legion of Pomona has donated "Teddy Bears" for distribution to children who have suffered a traumatic event. Those events will include children who are abused or neglected, lost, victims of crimes and traffic accidents. We expect the program to expand to include many more service organizations in the City of Pomona.

### **8-601.5 PROCEDURE:**

1. Responsibility of Police Officer
  - A. Identify situation where a child has suffered through a traumatic event. Those situations are, but not limited to:
    - (1) Abused or neglected
    - (2) Lost
    - (3) Victims of crimes
    - (4) Traffic accidents
  - B. Distribute "Teddy Bear" to children who have suffered the experience.
  - C. Replenish your police unit with one Teddy Bear from the Equipment Room as you deplete your supply.
2. Reporting Procedure
  - A. After you distribute the "Bear," you are to submit a brief memo to the Captain of Operations, via the chain-of-command.
  - B. The memo should include the Bear recipient, age, and reason it was given.
  - C. The memo is necessary to account for the inventory of Bears.
  - D. We encourage you to use discretion when issuing Bears and not reward children for an act of wrongdoing.

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### 3. Source of Supply

- A. The Bears will be stored in the Equipment Room.
- B. One Bear will be stored in the trunk of each patrol unit and wrapped in plastic for protection.



## PATROL 8-650

### 8-650.0 TITLE: BICYCLE PATROL

Effective Date: 6/28/93

Revised Date: 3-6-97 (Author: S/P Blehr)

Previous Revised Date: 7/27/94

### 8-650.1 SYNOPSIS:

Implementation of a Bicycle Patrol.

### 8-650.2 OVERVIEW:

This procedure will describe the entire aspect of Bicycle Patrol from selection of officers to required safety equipment.

### 8-650.5 PROCEDURE:

#### I. Reason for Deployment

The use of Police Bicycle Patrols has expanded greatly across the United States since Seattle, Washington Police Department started their program in 1987. Contacts with various agencies throughout Southern California that have instituted similar programs report that very positive results have been realized. Agencies report that these programs have proven to be a positive public relations tool, as well as one that deals with crime prevention and law enforcement. It is anticipated that Bicycle Patrol Units will be deployed to assist in controlling problems such as vagrancy, purse snatchings, auto burglaries, vandalism (graffiti in particular), gang activity, and drug dealing, among other criminal activities.

#### II. Personnel Selection

A. The desirable qualifications of officers for the Bike Patrol will be based on several characteristics to assure the success of the Unit. The characteristics require a self-starting individual who has a high level of motivation, requires little supervision, has a high degree of maturity and professionalism, and most importantly, possesses a positive attitude. Those selected must be in a good physical condition and have no medical condition which would preclude the candidate from riding a mountain bicycle in highly-congested areas in all types of weather conditions. The individual must have the ability to interact and work closely with the public in highly-visible situations.

B. When a position for the Bicycle Patrol becomes available, the supervisor will post the Notice of Vacancy on the Blue Log. Letters of interest will be required from the individual officers. A recommendation shall be written by the interested officers' supervisor and Lieutenant. All three documents shall be forwarded to the Bicycle Patrol Supervisor.

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- C. Appointments of personnel to vacancies on the Bicycle Patrol Team will be made by the Bicycle Patrol lieutenant and Bicycle Patrol Supervisor. The Lieutenant and Supervisor shall take into consideration such factors as sick time usage and physical fitness/medical conditions that may prevent the applicant from successfully completing the training program or participating in normal Bicycle Patrol functions. Also taken into consideration will be comments from the applicant's supervisor and Lieutenant.

### III. Deployment and Patrol Area

Bicycle patrols may be deployed utilizing on-duty personnel when sufficient manpower is present. Patrol area assignments will be based on the needs of the Department, as determined by the Watch Commander and/or data provided by the Crime Analysis Unit.

Bicycle personnel may be deployed on an overtime basis for special operations such as parades, areas for selective enforcement, etc. Such deployment requires pre-approval from the Special Operations Lieutenant

### IV. Equipment

- A. A fleet of eight (8) mountain-style bicycles, suitably equipped for police duty, will be purchased, maintained and housed by the Pomona Police Department. Daily maintenance of the bikes is the responsibility of the individual officers who ride them. More detailed maintenance, damage, and repairs of any type, need to be detailed on a Vehicle Defect Form and forwarded to the Bike Patrol Supervisor, who will be responsible to have the bike returned to service.

- V. Officers chosen to become members of the Pomona Police Department Bicycle Patrol Team will be required to attend and satisfactorily complete a POST certified Police Bicycle Patrol course, generally a minimum of 16 hours in length. This course may either be taught by "in-house" personnel, or may be a school provided by another agency.

## PATROL 8-675

### 8-675.0 TITLE: RIOT CONTROL MUNITIONS POLICY

Effective Date: 6/28/93

Revised Date:

Related Procedure Manuals: DET 1-915, GEN 655

### 8-675.1 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.

### 8-675.5 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.

## PATROL 8-700

### 8-700.0 TITLE: AMBER ALERT NETWORK

Effective Date: 11-14-02 (Author: Sgt. Capraro)

Related Procedure: Det 2-205

### 8-700.1 SYNOPSIS

The early recovery of abducted children is of paramount importance to the members of the Pomona Police Department and the Pomona Community. It is for this reason that the Pomona Police Department will participate in the California Child Safety Amber Alert Network.

The Governor of California has mandated that the California Highway Patrol be the coordinating agency for the Amber Alert Network. As a result the CHP has established the Emergency Notification and Tactical Alert Center (ENTAC). ENTAC is the 24-hour central clearinghouse for Amber Alert information.

### 8-700.5 PROCEDURE:

This directive shall establish procedures for declaring and transmitting an Amber Alert.

#### A. Criteria

An Amber Alert can be declared if a child abduction has occurred and **all** of the following criteria have been met.

1. The victim is 17-years-old or younger, or the victim is an individual (regardless of age) with a proven mental or physical disability.
2. The person is in imminent danger of serious bodily injury or death.
3. There is information available that, if disseminated to the general public, could assist in the safe recovery of the victim.

#### B. Procedure

If the Amber Alert criteria has been met, the handling Officer shall follow the procedure below:

1. **Immediately** notify the field supervisor and the Watch Commander of the circumstances surrounding the abduction.
2. **Contact ENTAC at (916) 657-8287.** ENTAC will confirm that the abduction meets Amber criteria and assist in sending the alert through the TRAK System, the Changeable Message Signs, and the Media.

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ENTAC may request that you also use our local TRAK computer to send information about the abduction.

### **C. Watch Commander Responsibilities**

1. The Watch Commander will contact the on-call Detective Sergeant to discuss the feasibility of utilizing the on-call Homicide team for the investigation.
2. Since this abduction is likely to draw a large Press audience, the Watch Commander should consider calling the Department's Press Liaison Officer.

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