

## **RECORDS 1-000**

### **1-000.0 TITLE: RECORDS ANNUAL SHIFT SIGN-UP AND STAFFING**

Effective Date: 12-13-89

Revision Date: 01/12/2020 (Author: Doreen Herring, Records Supervisor)

Prior Revision Date: 7/24/2008, 5-10-99, 12-07-00, 9/10-14

### **1-000.1 SYNOPSIS**

Describes shift sign-up procedures and minimum staffing levels.

### **1-000.2 POLICY/OVERVIEW**

The Records Bureau shall be staffed at all times with sufficient personnel to ensure that reports are processed in a timely manner. Records shift sign-ups occur annually, employees are provided a brief period of time to select their choice during sign-up. Employees are expected to be ready to participate when their turn arrives. The purpose of this procedure is to establish annual shift sign-up for Records Bureau personnel and establish recommended staffing levels.

### **1-000.4 DEFINITIONS**

1. Records Manager: Employee assigned to manage and oversee all the functions within the Records Bureau.
2. Supervisor: Employee assigned to supervise a designated amount of subordinates on a specified shift.
3. Senior Police Records Specialist: Employee assigned to perform certain duties, such as training, and may be delegated supervisory duties in the absence of a Supervisor.
4. Police Records Specialist: Employee assigned to a specific shift under the supervision of a Police Records Shift Supervisor.
5. Shift and Staffing: A shift is a ten hour work period, staffed with a Records Shift Supervisor, and/or one Senior Records Specialist and a designated number of Police Records Specialists. A shift shall consist of not less than two Records Specialist and one (1) Senior/Supervisor for a total of three (3) employees. This is the recommended staffing level per shift. However, when staffing levels drop below the three recommended employees, (i.e., sick callout, training), each situation will be evaluated by the Supervisor/Senior to determine if the Records Bureau can operate with a minimum staffing level of two employees at that time.
6. Hours of work:

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Day Shift 0530-1600

Swing Shift 1130-2200

Grave Shift 2030-0700

NOTE: A thirty-minute lunch period is included in the ten hour work period for employees hired before June 7, 2006. Records personnel hired after June 7, 2006 shall work 10.5 hours per day and receive a thirty minute unpaid lunch.

7. Seniority: - Seniority shall be determined by hire/promotion date. When two or more employees have the same hire/promotion date, seniority shall be determined by the employee's application date for said position.

NOTE: In accordance with the provisions of Section III.D.914.1 of the City of Pomona Personnel Rules and Regulations, an employee in good standing who has resigned and then returned to City service within one (1) year of that resignation, may have prior regular employment time restored for purposes of determining City seniority and vacation earning rate entitlement. The anniversary date shall be adjusted to reflect the period of absence from City employment.

8. Shift Trades: An employee's request to trade a shift with another employee. Shift trades are subject to review by the Records Manager.
9. Vacancies and Reassignment: Vacancies that arise during the calendar year of the current sign-up shall be filled at the discretion of the Records Manager. Personnel wishing to fill such vacancies may request a shift reassignment in writing to the Records Manager.

### **1-000.5 PROCEDURES**

1. Annual Shift Sign-Up
  - a. In preparation for Records sign-up, the Records Manager or his/her designee shall circulate the seniority list for Records personnel on the first Monday in October.
  - b. The Records Manager or his/her designee will direct all Records personnel to review the lists. Any disputes must be forwarded to the Division Commander by the third Friday in October.
  - c. Records sign-up shall begin the first Monday in November and conclude seven (7) days later, on the following Monday.
  - d. The sign-up shall be conducted and monitored by the Records Manager or his/her designee.

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- e. The sign-up shall progress from the employee with the most seniority in rank to least seniority.
  - f. All personnel shall be available for contact by the Records Manager 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. Records personnel shall be expected to respond to the Records Manager or his/her designee within three (3) hours of contact.
  - i. Employee who will not be available during the bidding period are responsible to notify the Records Manager in writing, listing any choice (alternative choices are recommended). 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 listed phone number or who have not provided notification to the Records Manager as described above, shall be assigned a shift at the discretion of the Records Manager.
  - k. Any employee who elects to "pass" their bidding turn shall be assigned a shift at the discretion of the Records Manager.
2. Bidding Exclusions
- a. Prior to the beginning of sign-up, the Records Manager 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. The Records Manager will assign personnel who return to Records after exclusion from the bidding process. However, if possible, consideration will be given to the employee's preference and seniority when making the assignment.

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- e. Other personnel who were not excluded from bidding, and did not bid shall be assigned to a shift at the discretion of the Records Manager.
- f. Probationary personnel shall be assigned to a shift at the discretion of the Records Manager.
- g. Vacancies that arise during the year shall be filled at the discretion of the Records Manager. Personnel wishing to fill such vacancies may request transfer via memo through their Chain of Command. Seniority may be a consideration, but the final decision shall be at the discretion of management.
- h. Requests for reassignment or exchange during the year shall be directed to the Records Manager.

### 3. Effective Date

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 of Police.

### 4. Supervision

Each shift shall be supervised by a Senior or Supervisor responsible for the operation of the Records Bureau and all included duties as described in the Records Procedures.

### 5. Vacation

Vacation sign up will occur each year on January 15th. No shift can expect to have less than recommended staffing levels for the purpose of allowing vacations and no two people may request the same vacation time per shift. All Records staff request vacation by seniority.

### 6. Time off

An employee can request additional time off once all priority vacations have been submitted. Time off will be granted on a first come first serve basis. If two (2) people from the same shift submit a time off slip requesting the same day, at the same time, the person with the most seniority will be granted the day off.

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### **7. Holidays**

For Records supervisors, seniors and specialists, if the holiday falls on your normal work day, you will be required to work your normal work hours, unless you have approved scheduled vacation.

## RECORDS 1-111

### 1-111.0 **TITLE: DETERMINING PROGRAM SENIORITY FOR SHIFT OR VACATION BIDS**

Effective Date: 1/30/94

Related Procedure Manuals: Jail

### 1-111.1 **SYNOPSIS**

The purpose of this procedure is to clarify the manner in which seniority shall be defined and equitably applied to shift and vacation bidding situations which involve Pomona Police Department General Service employees assigned to the Special Services Division.

### 1-111.4 **DEFINITION**

For purposes of bidding shifts or vacations within the Special Services Division, seniority shall be determined by time worked in the employee's current position/classification with the Pomona Police Department.

### 1-111.5 **PROCEDURES**

#### I. Factors Determining Seniority:

- A. Seniority shall be determined by hire/promotion date.
- B. When two or more employees have the same hire/promotion date, seniority shall be determined by the employee's City identification number, the lowest number being senior.
- C. As it relates to the above procedure, time off during a leave of absence without pay **shall be deducted** and not applied toward or counted as time in position/classification for the purpose of determining relative seniority between competing employees.

#### II. Voluntary/Involuntary Demotion

- A. When an employee either voluntarily or involuntarily is demoted to a lower classification, seniority shall not be lost if (1) both higher and lower classifications are in the same bargaining unit, and (2) the demoted employee has previously held the lower classification for a period of time equal to or greater than the normal probationary period for the classification.
- B. In the event an employee demotes between shift/vacation bids, they shall be placed at the bottom of the seniority list until the next bid.

## RECORDS PROCEDURE 1-200

### 1-200.0 EXCHANGE OF DUTY

Effective: 9-29-92

Related Procedural Manuals:

### 1-200.1 SYNOPSIS:

Provides for the exchange of duty by two employees and is a privilege which may be granted by the Department at the request of the concerned employees. The following establishes policy and procedures for personnel requesting exchange of duty.

### 1-200.5 PROCEDURES:

- I. Exchange of duty may be accomplished by mutual consent of both parties, provided:
  - A. Both parties hold the same title, i.e., both are Police Records Specialists, both are Senior Police Records Specialists, etc.(Exchange of duty will only be granted within the same rank/title.)
  - B. May necessitate the substituting employee be able to perform the tasks assigned to the scheduled employee.
  - C. All Exchanges of Duty must have the approval of the scheduled employee's supervisor and the substituting employees supervisor prior to the exchange date.
- II. All personnel requesting exchange of duty details with other employees shall observe the following procedure:
  - A. The employees involved in the exchange of duty shall complete an Exchange of Duty form (PPD form 68).
  - B. Both employees involved in the exchange of duty shall sign and submit the form to their respective supervisor for approval.
  - C. Once approved, the exchange of duty must be accomplished as set forth on the Exchange of Duty form and cannot be changed except by mutual consent of both parties in the presence of a supervisor who had approved the original exchange.
- III. In the event the substituting employee does not complete the exchange as agreed to on the Exchange of Duty form, the substituting employee will be subject to progressive discipline.
  - A. In addition to any other corrective action, when an employee fails to demonstrate acceptance of responsibility to honor the terms of exchange of duty agreements, and all Records Shift Supervisors concur, the privilege of future exchanges of duty may be withheld from that employee for a specified period of time.

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- B. It shall be the responsibility of the affected employee's immediate supervisor to document notification of this decision to the affected employee. The notice shall bear the signature of all Records Shift Supervisors and shall document the reasons for the decision and the duration of the action.
  - C. A copy of the notice shall be forwarded through the employee's chain of command for the employee's Department file and shall be retained in said file for a period of at least two years from date of creation. If, in that period of time, there has been no recurrence of the same nature, then the letter may be purged. If, however, the employee's exchange of duty privilege is withheld a second time within the two year period, then all documentation supporting these actions shall remain in the file until there has been no recurrence for a 5 year period.
- IV. Grounds for denial of duty exchange shall include the following:
- A. The inability of the substituting employee to perform the duties assigned to the scheduled employee.
  - B. One of the involved employees has previously demonstrated a lack of responsibility to fulfill the terms of Exchanges of Duty.



## **RECORDS 1-305**

### **1-305.0 TITLE: REPORT DICTATION**

Effective Date: 5-7-84

Revised Date: 08-12-2014 (Author: Doreen Herring)

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

Related Procedural Manuals: PAT. 3-006, DET. 1-502

### **1-305.1 SYNOPSIS:**

Procedures for dictating reports and setting forth criteria for reports that can be dictated.

### **1-305.2 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.

### **1-305.5 PROCEDURES:**

#### **I. Criteria for Dictating**

- A. All Arrest Reports may be dictated by Field Officers. The fill-in portion of the report shall be typed by the officer.
- B. All Child Abuse, Neglect and Sexually related incidents involving children shall 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, at this time, 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 their "Presynct Report".
  - 1. Indicate on the "Document History" of the report that the report is an arrest, whether or not the officer wants to review the report and

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EOW. If the report is an incident related to an arrest, indicate this in the “Document History”.

2. If the report is an incident and the officer needs to review it, the officer will indicate “Hold for Review” along with the name of the Sergeant that approved the hold in a comment under “Document History.” If the officer does not indicate which Sergeant approved the hold, Records will not send the report to the “Officer’s Queue”. Records will route the report to the supervisor for approval.

### III. Records Responsibility

- A. When a digital file cannot be transcribed because of sound quality (voice breaking up, fading, etc.), the transcriber is to:
  1. Explain the problem with the digital file in a comment under the “Document History” section, click on “**Approve this Document Back to Officer**” to record comment. This will route the report back to the officer who wrote the report.
  2. Send an email to the officer, cc their sergeant and the Records shift supervisor, advising the report is back in the “Officer Queue” due to a problem with an explanation.
- B. When a digital file cannot be transcribed because of slurred or unclear enunciation on the part of the officer or because of background noise, **DO NOT ERASE** the digital file.
  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 digital file content could be transcribed.
  3. If the report is an arrest, inform the Log Steno of the status of the transcription on the particular report.
- C. Upon completion of transcription of an arrest digital file, 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 in the “Document History” by adding a comment: Date/time, Dispatcher (Name) advised and initials.

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2. The report will then be routed to the “Officer’s Queue” pending review.
- D. If the reporting officer is off-duty when the report is completed, the arrest report is to be routed to the supervisor for approval.

## RECORDS 1-306

### **1-306.0 TITLE: CASE CLEARANCE/PROPERTY DISPOSITION**

Effective Date: 05-07-84

Revised Date: 9-2-99 (Author: PST Shirley Webster)

Prior Revised Date: 12-29-87

Related Procedural Manuals: DET. 1-201

### **1-306.1 SYNOPSIS:**

Procedures for completing Case Disposition Form PPD-18B and Property Disposition.

### **1-306.2 POLICY/OVERVIEW:**

PPD form 18A has been designed to ensure Uniform documentation of case clearances and dispositions and it shall be used by Detectives and the Court Officer.

### **1-306.5 PROCEDURES:**

#### **I. When to complete a disposition form**

##### **A. Assigned Cases**

##### **1. When a case is cleared per UCR criteria**

- a. Arrest
- b. Juvenile
- c. Exceptional
- d. unfounded
- e. inactive

- (1) When a determination has been made that all reasonable leads are exhausted or events beyond the Detectives control stop the investigation process.

##### **B. Unassigned cases with evidence and/or property**

##### **1. A Property Technician will initiate an inquiry regarding the status of evidence and/or property.**

- a. Review report to determine if property or evidence has been seized.

- (1). Determine if property belonging to victim, subject, etc., can be photographed and released.

- (a) If so, enter directions on pink copy of property report form, PPD 40.

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(2). determine proper disposition on all items on the pink property report form PPD 40 and write direction for each item.

(a) on evidence not released, enter "destroy" and the statute of limitations timeframe i.e., 1 year, 3 years etc.

### II. How to complete a dispo form

A. Fill in and/or circle, all known details relating to the case. Mark "N/A" in spaces not applicable.

B. "Property Disposition" area

1. Special attention shall be given this area to appropriately dispose of all property held as evidence, according to Department policy and state laws.

2. "After court disposition" area, the evidence will automatically be held for 90 days after sentencing pending any appeal. Indicate action to be taken with evidence after the 90 days.

a. "Destroy or release item # \_\_\_\_\_ III. Upon Completion of form

A. Forward form to Supervisor

1. Approval determination and forward to Detective Bureau Coordinator.

2. Detective Bureau Coordinator

a. Record disposition of case into computer.

b. Distribute copies appropriately.

(1) yellow - to Records

(2) goldenrod - to property

(3) white - mailed to victim

## **RECORDS 1-307**

### **1-307.0 TITLE: BUSINESS INQUIRIES OF AUTOMATED FIREARMS SYSTEM**

Date: 01-07-85

Related Procedural Manual: PAT 1-508

### **1-307.1 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.

### **1-307.2 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.

### **1-307.3 STATUTORY REFERENCE:**

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

### **1-307.5 PROCEDURES:**

- I. When receiving a request for a check of the Automated Firearms System from a local gun dealer, Records personnel shall proceed as follows:
  - A. Record the required information on the "Business Request For Firearms System Inquiry" form.
  - B. While the requester is on the line, verify that the business is authorized to request inquiries of A.F.S. An up-to-date listing will be maintained at the Log Desk. If the business name appears on the listing, you may proceed with the system check. If the business is not listed as being authorized, instruct the caller to contact the Police Records Manager during normal business hours to arrange for authorization. No checks of the system are to be completed without this authorization.
  - C. Verify the caller and business names and the make, model, caliber, and serial number of the weapon to be queried.
  - D. Terminate the phone call, indicating to the caller that the business will be recontacted with the results of the query.

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- E. Query the Automated Firearms System, verifying the correctness of the information prior to transmitting the message.
- F. Review both the CLETS and NCIC inquiry responses for status.
- G. Complete the "System Response" portion of the PPD form.
- H. NO HIT RESPONSE: (Firearm not reported lost or stolen)
  - 1. respond to the appropriate business by calling the business phone number provided on the listing of businesses authorized to inquire of A.F.S., and direct your response to the specific employee who requested the inquiry.

NOTE: When responding "No Hit", specify the date and time of the system response.

### I. SYSTEM UNAVAILABLE RESPONSE:

- 1. Contact the requester per the procedure listed in H 1 above, and advise that the Firearms Systems is unavailable for inquiry, and no information can be obtained regarding the firearm at this time.

NOTE: If the requester continues to display concern, contact and advise the Watch Commander, who may elect to respond an officer despite the system being down.

- J. Following "No Hit" and "System Unavailable" responses, place the PPD form on the arch file provided for A.F.S. System checks.

### K. SYSTEM HITS: (System indicates Firearm reported lost/stolen)

- a. immediately advise the Dispatcher to have an officer respond to the business location, Priority One, regarding a possible 496 in progress, and identify the agency responsible for the system entry. Refer the PPD and the printed system response to the Log Steno to be held for the assigned field officer.

NOTE: Under no circumstances is information regarding OWNERSHIP of the firearm to be released to anyone outside of law enforcement.

- II. Upon receipt of Pawn/Buy forms from local gun dealers, review the slips against the PPD forms on the arch file. Complete the "Records" information on the left hand margin of the inquiry form.

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- A. Any request forms which do not reflect receipt of the Pawn/Buy form within 24 business hours of the check are to be immediately brought to the attention of the on-duty Records Supervisor.
- III. Records supervisors who receive request forms wherein no Pawn/Buy forms have been received with 24 business hours are to refer the paperwork to Administrative Investigations for a determination as to whether the business will continue to be authorized to check A.F.S. for firearms status.
  - A. Following a referral of this type, respond to the list of businesses authorized to inquire A.F.S. and indicate "Suspended" to the left of the business name, also noting the date and time of the suspension, and the supervisor's name.
- IV. The Day Shift Supervisor shall be responsible for up-dating the listing of businesses authorized to inquire the Automated Firearms System.
- V. The Police Records Manager shall be responsible for the system up-date of any A.F.S. information determined to be invalid.
- VI. Shift supervisors shall be responsible for retaining the "Business Request for Firearms System Inquiry" forms for a period of 6 months after which the forms may be discarded



## **RECORDS 1-308**

### **1-308.0 TITLE: REPORTS HELD FOR LATER COMPLETION**

Effective Date: October 15, 1985

Related Procedural Manual: DET 1-506, PAT 3-013; CODE 3-040

### **1-308.0 SYNOPSIS:**

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

### **1-308.5 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 follow-up by the Detective Bureau, Records, Patrol, or other agency (e.g., Probation, Coroners Office, Juvenile Hall, etc.).
- B. The following reports should 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.
  - 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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### **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. Names of all victims, suspects and witnesses.
- B. Form PPD 263, NOTICE TO CORRECT REPORT shall be completed and disseminated as follows:
  - 1. Enter date, incident number, to: (reporting officer's name), report classification, and victim's name.
  - 2. Under comments: Enter approval for hold by: (On duty Watch Commander's name who authorized the report to be held).
  - 3. Sign the report on reporting officer's signature line.
  - 4. Attach the white Watch Commander's copy to the front of the face sheet of the report to be held along with all other applicable paperwork and turn in to the Watch Commander.
  - 5. Hand the yellow-officer's copy to the Log Steno.
  - 6. Place the pink-Detective's copy in the Detective's departmental mail slot near the Log Steno's desk.
  - 7. Upon return to duty, contact the Supervisor or Watch Commander for retrieval of the held report.
  - 8. Complete the report and turn in to the report correction box, or hand to the Log Steno if taped, with the white-Watch Commander's copy of PPD 263 attached.

### **III. Duties Of The Shift Supervisor**

- A. Upon report approval, the Supervisor may destroy the PPD 263 Form or may retain it for his file.

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- B. The squad Sergeant shall monitor the report file on a daily basis and advise the on duty Watch Commander of any discrepancies or unusual circumstances involving the completion of any report.

## **RECORDS 1-600**

### **1-600.0 TITLE: VALIDATION AND CERTIFICATION OF DATABASE RECORDS**

Effective Date: 3/31/1999 (Author: Sr. Records Supervisor Judy Julian)

Revision Date: 3-03-2015, 1/25/2018 (Author Doreen Herring, Police Records Manager)

Related Procedures: Detective 5-900

### **1-600.1 SYNOPSIS:**

The purpose of this procedure is to ensure that all Pomona Police Department records entered into the Automated Criminal Justice Systems are validated on a monthly basis and in a timely manner.

### **1-600.2 POLICY/OVERVIEW:**

To ensure timely validation of Pomona Police Department Automated Criminal Justice Systems records, as required by the NCIC Advisory Panel and by Section 2.3.2 of the California Criminal Justice Information System (CJIS) manual. The Records Manager shall be responsible for validating these records on a monthly basis, based on the printout received from the Department of Justice.

### **1-600.3 STATUTORY REFERENCES:**

15160 California Government Code

15165 California Government Code

### **1-600.5 PROCEDURES:**

#### **I. Receipt Of Validation Material**

- A. The Pomona Police Department Agency CLETS Coordinator (ACC) will receive the validation packet from the California Department of Justice on a monthly basis.
- B. Upon receipt, the ATC will immediately sign the acknowledgment letter and return to DOJ.
  - 1. Route the printouts containing vehicle, boat, firearms, restraining orders, missing persons and wanted persons records to the Records Shift Supervisor.
  - 2. Route the California Sex and Arson Registrants (CSAR) to Detective Bureau for validation.

#### **II. Records Procedure For Validating Records**

- A. The Records Bureau employee assigned the task of validating vehicle/boat records shall:
  - 1. Review and validate all entries on the list of records to be validated.

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2. View the entire vehicle/boat file to check for any documentation which indicates the vehicle/boat has been recovered. The accuracy and completeness of the entry shall be checked at this time also.
  3. If new or supplemental information is in file, confirm that the Stolen Vehicle System (SVS) has been appropriately updated if necessary.
  4. If any documentation is located indicating the vehicle has been recovered, the SVS record will be immediately removed from SVS and cancellation teletypes routed to file.
  5. If no documentation is located indicating the vehicle has been recovered, the Records Bureau employee assigned to the validation will telephone the R/O at the last known telephone number to ascertain if the vehicle is still outstanding.
    - a. **All telephone contact will be documented on the “NCIC Validation Form” currently in use. This documentation will include the results of all contact or attempt contact.**
    - b. In the event attempts to contact the victim, complainant, etc., are unsuccessful, a copy of the “NCIC Validation Form” and a copy of subject report are to be forwarded to the Detective Bureau, who will be responsible to determine whether to cancel or retain the SVS information. The Records Shift Supervisor will ensure the record is canceled/retained.
  6. If the telephone contact results in the discovery that the vehicle has been recovered, the Watch Commander or GTA Detective is to be advised immediately, so that documentation can be completed and the vehicle status in SVS can be updated.
- B. The Records Bureau employee assigned to validating Automated Firearm System (AFS) records shall view the master file and determine whether any documentation exists which would indicate the firearm has been recovered.
1. If any documentation exists to indicate the firearm has been recovered, the AFS record shall be immediately removed from the AFS system.
  2. If no documentation exists to indicate the firearm has been recovered, the validation list will be marked to indicate the firearm remains outstanding.

**NOTE: When locating master files, any files not currently housed at the main Records Bureau will be relocated to this area. Any files located on microfilm will remain on microfilm.**

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**A check of a microfilm file requires a double check of the optical disk filing system to ensure supplemental paperwork does or does not exist to change the status of the record.**

- C. The Record Bureau employee assigned the task of validating Wanted Persons System (WPS) Records shall:
  - 1. Print out CountyWide Information Sheet (WIS) and Wanted Person record (WANT3)
  - 2. View the master file to ensure the accuracy and completeness of the entry. Enter all available identifiers into WPS. If not entered, modify the record to include any missing information. Indicate any updates on the NCIC Validation Form currently in use.
  - 3. Review the master file to determine whether any documentation exists to indicate the warrant has previously been served. If documentation exists to indicate the warrant has previously been served, the WPS entry shall be removed immediately.
  - 4. Make a copy of the list and send to the Courts to verify if warrants are still outstanding.
- D. The Records Bureau employee assigned the task of validating Missing Person Reports shall:
  - 1. View the master file to ensure the accuracy and completeness of the entry. If available indentifiers are missing, update the record to include this information.
  - 2. Review the master file to determine whether any documentation exists to indicate the missing person was located or returned. If documentation exists to indicate the missing person was located/returned, the MUPS entry shall be removed immediately.
  - 3. Route the completed validation form to the Detective Bureau Lieutenant for further follow-up.
    - a. The handling detective shall make attempts to determine if the missing person has returned or obtain any additional information to be updated in MUPS. The handling detective shall complete a supplemental report with any updates. The supplemental report will be turned into Records and Records personnel will make any necessary updates into MUPS.
- E. The Records Bureau employee assigned to validating California Restraining and Protective Order System (CARPOS) records shall:

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1. View the master file to ensure accuracy and completeness of the entry. The accuracy and completeness of the records shall be checked at this time.
  2. If new or supplemental information is in file, confirm that the CARPOS entry has been appropriately updated if necessary. Indicate any updates on the NCIC Validation Form currently in use.
  3. Send notice to entering court to validate Restraining Order is still valid.
- F. The Detective Bureau personnel assigned the task of validating the California Sex and Arson Registrants (CSAR) shall:
1. View the master file to ensure accuracy and completeness of the entry. If information is missing, modify the records to include this information.
  2. Review the master file to determine whether any documentation exists to indicate the registrant has relocated, is incarcerated or deceased (documentation must be included) and determine if the record is still active. If documentation exists to indicate the registrant has relocated or is incarcerated/deceased, the CSAR entry shall be updated immediately. If the record is no longer active, CSAR will be updated with the necessary information.
- III. All DOJ validation printouts are to be returned to the Records Shift Supervisor upon completion. The Records Shift Supervisor will then route the completed printouts to the CLETS Agency Coordinator by the indicated deadline. All NCIC Validation Forms will be scanned upon completion.
- A. **All Automated Criminal Justice Systems require that CLETS/NCIC entries be cancelled if the master case file is no longer available or cannot be located. The validation list shall reflect "record canceled due to master case file UTL."**

## RECORDS 2-000

### 2-000.0 TITLE: STORAGE OF CONFIDENTIAL/ACTIVE INVESTIGATION FILES

Effective Date: 6/14/89

Revision Date: 07/24/08 (Author: J. Ramsey, Police Records Manager)

Prior Revision Date: 3/7/96

Related Procedural Manuals: None

### 2-000.1 SYNOPSIS:

The purpose of this procedure is to codify the process by which reports documenting active or confidential investigations will be received and processed by Records and then forwarded and stored by the Custodian of Records until notified that the investigation is completed and/or that disclosure of the information would not interfere with the investigation nor would disclosure jeopardize the safety of any party involved in the investigation.

### 2-000.2 POLICY/OVERVIEW:

Official documents regarding crimes investigated by this Department which have been identified by the determining authority to be "Active Investigations" or confidential in nature shall be maintained by the Custodian of Records in such a manner as to insure that they are readily available for reproduction, compliance with service of due process or receipt of any lawful request for the information. This procedure provides for the storage of such reports until such time as the responsible investigative supervisor determines that investigation is complete and/or that disclosure of the information would not interfere with the investigation, nor would disclosure jeopardize the safety of any party involved in the investigation.

### 2-000.3 STATUTORY REFERENCES:

Sec. 3.28 Department Rules & Regulations - Records - Restricted Use

Sec. 1985-1987 CCP - Civil Subpoena Requirements

Sec. 1560-1562 Evidence Code - Criminal Subpoena Requirements

Sec. 6254(f) Gov't Code - Public Records Act

### 2-000.4 DEFINITIONS:

**Official Report/Document** - A report or investigation which has been approved by a supervisor to be processed by Records personnel.

**Determining Authority** - Responsibility for determining "Active or Confidential Investigation" status shall rest with either the Chief, Deputy Chief, or Division Commander. Lieutenant Watch Commanders; Lieutenant Investigative Services Commander; or Investigative Supervisors shall have "recommending authority".

**Active Investigation** - Any investigation which disclosure to the public would: 1) endanger the safety of a person involved in an investigation, or 2) endanger the successful completion of the investigation or a related investigation.



## RECORDS 2-000

**Confidential Investigation** - Criminal reports involving Police Department employees and their families or any other report designated by the Determining Authority.

### 2-000.5 **PROCEDURE:**

#### I. Receive Documents

- A. Responsibility for receiving into Records official documents deemed to be "Active Investigations" or confidential in nature rests with the Custodian of Records . If the Custodian of Records is unavailable, the documents shall be received by the on duty Police Records Shift Supervisor. If both are unavailable, the report will be placed in an envelope, sealed and routed to the Custodian of Records via in-house mail box.
- B. Included with the report, the recommending authority will provide a NOTICE OF ACTIVE INVESTIGATION or NOTICE OF CONFIDENTIAL INVESTIGATION memorandum bearing the assigned case number. This memorandum shall be approved by a determining authority, duplicated and distributed as follows:
  - 1. Original - To Records for electronic storage  
**NOTE: No additional documents shall be electronically added under a "Confidential" or "Active" case file number.**
  - 2. 1st copy - Investigative Supervisor

#### II. Records Responsibility

##### A Police Records Shift Supervisors or Senior Police Records Specialists shall:

- 1. Duplicate the report for investigative and/or case filing purposes

Note: No copies shall be made from the Investigative Copy for any purpose. Requests for additional copies shall be approved by the Custodian of Records.

- 2. Sufficiently index the report so that it can be referenced;
- 3. If one has not already been issued, obtain a Police Incident Number specifying to Dispatch that the call-type to be used is "INVEST" or "CONFIDENTIAL" and clearing the call with a report disposition;
- 4. Control the document in as being received by Records;
- 5. Create an electronic file folder for the specific case, appending the original "Notice of Active Investigation" or "Notice of Confidential Investigation" memorandum (APPENDIX A)

## RECORDS 2-000

6. The Police Records Shift Supervisor will hand the original confidential report to a Police Records Specialist for processing, **ordering that employee to not discuss the report or its contents with anyone**. If a Police Records Specialist is not on duty, proceed to the next step.
7. The on duty Police Records Shift Supervisor shall forward said documents without delay (in a large, sealed envelope) to the Custodian of Records for storage. If Data Entry has not been accomplished, use a POST-IT note on the front of the report and so indicate.

### III. Custodian of Records Responsibilities

#### A. Maintain Security

1. Insure that Data Entry of the report data occurs prior to securing the report.
2. Secure the original report in the "Confidential - Records Supervisors Only" electronic file maintained in the normal course of business. This folder is accessible by Police Records Shift Supervisors and the Custodian of Records only.
3. Make appropriate notations as to subsequent duplication/distribution of the report/s. Log each access to the electronic document and ensure the file reflects each access.

#### B. Monitor Status Of Investigation

1. Contact the Investigative Services Lieutenant regularly to determine the status of the particular investigation.
2. On the status sheet, make a notation as to the status of the report, date and initial.
3. When the investigation is complete, move the original electronic documents and the status sheet into the appropriate year folder within the electronic filing system.

### IV. Discovery Order/Subpoena Duces Tecum Regarding Active Investigation

- A. Any Discovery Orders/Subpoenas Duces Tecum calling for reports that are classified as Active or Confidential Investigations shall, upon receipt, be referred to the Custodian of Records for response.

## **RECORDS 2-000**

1. Advise the Investigative Services Lieutenant of receipt of the order/subpoena.
2. Follow standard procedures in responding to the order/subpoena or requesting a motion to quash.

## REC 2-001

### **2-001.0 TITLE: PROCEDURE FOR FEES COLLECTED AT THE FRONT DESK**

Effective Date: 05/07/84

Revision Date: 02/24/2014 (Author: B. Vanderheyden)

Prior Revision Dates: 07/18/90, 1/10/91; 4/11/95; 07/15/96; 11/27/06; 03/12/2012; 09/11/2012

Related Procedural Manual: DESK 8-001

### **2-001.1 SYNOPSIS:**

Procedures for effective control and accounting for funds received for sale of police reports, fingerprinting/Livescan services, public documents, photographs and vehicle release fees.

### **2-001.5 PROCEDURES:**

- I. Sale of Police Reports, Fingerprinting/Livescan Services, Public Documents, Photographs and Vehicle Release Fees
  - A. Police Reports, fingerprinting/Livescan services, public documents, photographs, records, vehicle releases, etc., are specific Police Department cost recovery assessments and shall be collected by authorized Police Department personnel assigned to the public service "Front Desk" in accordance with this established policy and procedure.
  - B. Checks for payment of police reports, Fix-it-Tickets, fingerprinting/Livescan services, photos and vehicle releases may be accepted. The check issuer must furnish a valid picture identification card (e.g. California or other state issued Drivers License or Identification card, or other form of acceptable government issued I.D.) and/or other satisfactory proof of residence in this State. The acceptance of personal checks is strictly limited to banking institutions located in the State of California. The check must be made payable to the City of Pomona and for no more than the amount due. Note – For all personal checks received, the Drivers License number and state identification must be clearly written on the front top right hand side portion of the check. If another form of acceptable identification is used, then that identification number and issuing authority name must also be written on the front top right hand side of the check. Additionally, for all Vehicle Releases and Fix-it-Tickets paid by personal check, the DR or Citation number must be clearly written in or directly above the "Memo" section at the bottom left side of portion of the check. It is the attending Front Desk personnel's responsibility to write this information on all personal checks received.
    1. Cash will be accepted in the correct amount only. Change will not be provided, except for the specific Front Desk services as noted in II. C 2 and 3.
  - C. A receipt shall be issued to the purchaser for each transaction completed. If two or more checks are received from an attorney or insurance company, a receipt shall be issued for each check.

## REC 2-001

1. All received cash monies and checks shall be placed into the Front Desk cash register.
  - D. Traffic Bureau Vehicle Releases -- Vehicles are also released by Traffic Bureau personnel following Traffic Safety Checkpoints. Once they have collected monies for a release, a numbered receipt is issued to the purchaser for each transaction. When all transactions are completed, the totals of monies received are then input onto a spreadsheet and sorted by cash or check. The spreadsheet is maintained by Traffic Bureau personnel and is used for their records as well as a confirmation deposit receipt when these funds are placed into the Front Desk security vault.
  - E. Jail Booking Fees – Front Desk personnel shall collect monies for court ordered Jail Booking Fees. Payment may be made with cashier's check, personal check or money order only. A copy of the Booking Fee form shall accompany the payment. If the individual does not have their Booking form, then a copy of a valid identification shall be taken and shall be verified by Front Desk personnel by accessing the ICIS Booking module. All payments and copies shall be processed per normal collection and end-of-day procedures.
- II. Accountability For Funds In Cash Register
- A. The respective shift CSO Desk Officer(s) will be responsible for totaling the number of transactions and monies received at the end of each day. This will be automatically tallied by the cash register. The CSO Desk Officer will total cash money and checks to ensure this equals the amount tallied by the cash register. Any discrepancies shall be immediately reported to the on-duty Watch Commander. Both the CSO Desk Officer and the Watch Commander will sign the daily tally sheet to verify the total amount of funds received are confirmed and accurate.
  - B. Monies, receipts and copies of Jail Booking Fees forms or California Driver's License I.D. and booking date and DR # information shall be placed in a deposit envelope and secured at the Front Desk by placing the deposit envelope in the wall-mounted vault, until retrieved by the Administrative Services Accounting Technician. The CSO Desk Officer shall indicate on the envelope, prior to placing it into the vault, the date, the amount of funds contained within the envelope and their signature. The deposit envelope shall also be sealed with scotch tape and initialed across the tape by the on duty Watch Commander.
  - C. All transactions involving the purchase of reports, fingerprinting/Livescan services, public documents, photographs, vehicle releases, and any other services shall be entered into the cash register located at the Front Desk.
    1. Keys have been pre-programmed to identify each type of transaction, i.e.:
      - a. Witness Open (Civilian Subpoena - \$150)

## REC 2-001

- b. Copy of Police Report (\$ 0.25 per page copied, with a \$1 minimum)
  - c. Misc. (\$15 Fee)
  - d. Witness Fee (Sworn Subpoena - \$275)
  - e. Repo Release (\$15 Fee - Misc.)
  - f. Vehicle Release (General Fund - \$175)
  - g. Vehicle Release (OTS - \$175)
  - h. Public Document Copy (Amount to be input manually)
  - i. Livescan/Fingerprint (\$41 Fee)
  - j. Vehicle Citation Sign-Offs (\$17 per request)
  - k. Photo Reproduction (\$14 per request)
  - l. Jail Booking Fee (\$263 per booking)
2. For copies of any public document, there is a \$ .25 per page charge, with a \$1 minimum. Entries into the Front Desk register will be completed manually for the total amount of the copy charge. Cash, personal checks, cashier's checks or money orders will be accepted.
  3. The Front Desk Personnel will maintain coin change to be used for the purposes of making change for copies of public documents when exact change is not provided as noted in II. C. 2 above. The on-duty Watch Commander will be the custodian of funds as well as balancing and ensuring adequate coin countage on a weekly basis.
  4. For each cash (exact amount) or check transaction received a cash register receipt will be issued for the purchaser. There is also a secondary receipt produced by the register that is used as a back-up for all transactions.
  5. Release of Vehicles (CHP 180 Form) -- When vehicles are released by Front Desk personnel, or personnel that either cover or fill shifts for Front Desk personnel, the correspondent CHP 180 form shall be retrieved from Records. When determining which type of vehicle release is to be keyed into the cash register (OTS or General Fund), personnel handling these transactions shall rely on the "Storage Authority/Reason" box on the CHP 180 form, which is located on the right hand side of the form, approximately one-third down from the top. If the "Storage Authority/Reason" box has Vehicle Code sections **22651(P)** or **14602.6(A)** written in the box, then the transaction shall be keyed into the cash register as an **OTS** vehicle release. If these two Vehicle Code sections are not written into the "Storage Authority/Reason" box, then the vehicle release shall be keyed in as a regular vehicle release.

### III. Depositing Monies From The Cash Register

- A. Each Monday morning (except Monday holidays), the Administrative Services Accounting Technician shall retrieve all deposit envelopes from the wall-mounted vault located at the Front Desk.

## **REC 2-001**

- B. The Administrative Services Accounting Technician shall verify each daily deposit envelope receipt totals to ensure that they are confirmed by the day's cash register receipt total for each subtotal transaction type category. Any discrepancies shall be reported to the Administrative Services Manager.
- C. All individual cash and check amounts shall be entered onto the Front Desk reconciliation spreadsheet by the Administrative Services Accounting Technician. When completed, and each day's total receipts are confirmed, the spreadsheet shall be saved on the Administrative Services Accounting Technician's PC file folder for "Front Desk Receipts (FDR)." A copy of the two-page FDR spreadsheet shall be printed out and used to complete the Treasurer's Receipt (TR). The first page of the FDR spreadsheet shall be retained by the Administrative Services Accounting Technician and the second page shall accompany the original TR in the sealed deposit envelope. The deposit envelope is then delivered to the City's Treasurer Cashier's Window located in City Hall for processing by Monday afternoon, or Tuesday afternoon following a Monday holiday.

## **RECORDS 2-003**

### **2-003.0 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, PAT 3-011, CODE 3-020

### **2-003.1 SYNOPSIS:**

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

### **2-003.5 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.



## **RECORDS 2-004**

### **2-004.0 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: Pat. 3-000

### **2-004.2 POLICY:**

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

### **2-004.5 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.

## RECORDS 2-004

### 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.”

## RECORDS 2-050

### 2-050.0 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: DET 2-205, PAT 3-025

### 2-050.1 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.

### 2-050.2 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.

### 2-050.3 STATUTORY REFERENCES:

273.5 PC – Spousal Abuse

293(a) – Victims of Sex Crimes

6254f(2) GC – Public Records Act

### 2-050.5 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.

## RECORDS 2-050

- 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.

## **RECORDS 2-050**

- 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.**

## RECORDS PROCEDURE 3-000

### 3-000.0 TITLE: PRIORITIZING TRANSCRIPTION OF REPORTS

Revised Date: 12-13-89, 6-21-93, 10-30-95

### 3-000.1 SYNOPSIS:

The purpose of this procedure is to place responsibility for prioritizing the *transcription* of reports to facilitate arraignment of in-custody prisoners within 48 Hours of arrest in compliance with **Youngblood v. Gates**.

### 3-000.2 POLICY/OVERVIEW:

The Youngblood Decision redefines the "48 hour" time-frame between arrest, filing of charges and arraignment. As part of the resolution of this case, a new "Time Due Out" schedule which adheres to the new definition has been provided and is attached as Addendum A. In order to insure that investigators are afforded the maximum allowable time in which to file their cases, Records Shift Supervisors shall be held responsible for prioritizing the transcription and processing of reports in accordance with the following procedure.

### 3-000.3 STATUTORY REFERENCE:

200 Cal.App.3d 1302 - Youngblood v. Gates

### 3-000.5 PROCEDURE:

#### I. RESPONSIBILITY

It shall be the responsibility of the Records Shift Supervisor to insure that transcription of First Priority arrest reports occurs as soon as possible after the tape is received. In the absence of the supervisor, the Sr. Police Clerk shall assume this responsibility.

It shall be the responsibility of personnel assigned to the Log position to complete appropriate areas of the "In-Custody Report" form (PPD132).

#### II. CRITERIA

##### A. Transcription Priority Schedule

1. First Priority transcription shall consist of dictation involving **ADULT ARRESTEES PRESENTLY IN CUSTODY** in any facility on charges being investigated by this Department.

- a. The actual order of transcription shall be determined by the order of the date and then the time of booking.

## RECORDS PROCEDURE 3-000

2. Second Priority transcription shall consist of dictation involving the detention of a **JUVENILE, WHETHER IN OR OUT OF CUSTODY**.

**NOTE:** IF THE DICTATION INVOLVES BOTH ADULT AND JUVENILE ARRESTEES, USE THE STATUS WITH THE HIGHEST PRIORITY.

3. Third Priority transcription shall consist of dictation involving **ARRESTEES WHO HAVE BEEN RELEASED FROM CUSTODY**.
4. Fourth Priority transcription shall consist of any incident reports in which an Apprehension Request has been issued **or where there is a named suspect**.
5. Fifth Priority transcription shall consist of all other report classifications.

### B. Handwritten Arrest Reports

1. Log Stenos shall be responsible for reviewing all incoming reports immediately upon receipt from the approving Sergeant and handling the processing of handwritten arrest reports according to the priority schedule listed here. Other non-arrest documents are processed at a lesser priority.

## III. TRACKING PROCESSING TIME

### A. Completion of the In-Custody Report form.

1. Upon reviewing outstanding arrest tapes, the reviewing Log Steno shall generate an "In-Custody Report" form, completing the first four lines of requested information.
2. Log Stenos shall be responsible for legibly writing their initials in the field titled "BY", and noting the time of each event in the following areas of the "In-Custody Report":
  - a. **TAPE RECEIVED**. Indicate the time the tape was submitted to Records for typing. If the date is other than the date of arrest, indicate the new date as well.



## RECORDS PROCEDURE 3-000

- b. **REPORT TYPED.** Here list the time the report was typed and forwarded to the Sergeant's basket for review/approval. If the date has changed from the entry immediately preceding this field, indicate the new date as well.
    - c. **APPROVED REPORT RECEIVED.** On this line enter the time the report is returned to Records following review/approval. If the date has changed from the entry immediately preceding this field, indicate the new date as well.
    - d. **REPORT SENT TO DETECTIVE BUREAU.** Swing Shift and Graveyard Shift are to complete this field by indicating the time the report is placed in the Detective Bureau tray. Day Shift is to complete this field by indicating the time the report was hand carried to the Detective Bureau, picked up by the Detective Bureau, or the time the Detective Bureau Coordinator/Sergeant is advised by phone the report is completed..
  3. Log Stenos shall generate In-Custody Report forms on handwritten arrest reports. Those handwritten arrest reports regarding prisoners who remain in custody shall be processed to a conclusion and forwarded to the appropriate area for complaint filing/review with the highest priority.
- B. Check and Balance
1. At the beginning of each shift, the Log Steno will check on the report status for each booking slip that is pending.
  2. Any discrepancy between the booking slips and paperwork awaiting transcription is to be immediately researched to a conclusion. The Watch Commander is to be notified anytime this reveals an arrest has been made and a report has not yet been submitted.
  3. Anytime the status of the arrest report is researched, a Post It Note will be attached to the booking slip by the Log Steno. It should indicate date, time, action taken, and initials of employee conducting the research. When the report is received, the Post It Note can be discarded.

## **RECORDS 3-100**

### **3-100.0 TITLE: FINGERPRINT PROCEDURE/CAL-ID PROCESSING**

Effective Date: September 17, 2014

Revised Date: September 17, 2014 (Author: Susan Ervin, Records Supervisor)

Previous Revision Date: October 1, 1991, June 15, 1994, December 7, 2000

Related Procedures: JAIL 2-600

### **3-100.1 SYNOPSIS:**

Outlines procedure for obtaining and routing of fingerprints.

### **3-100.2 OVERVIEW:**

Fingerprints are obtained for identification purposes.

### **3-100.4 DEFINITIONS:**

CAL-ID - California Identification System

LACRIS - Los Angeles County Regional Identification System

MAIN # - Number assigned on criminal history information (RAPS)

SID # - Also known as CII # (DOJ will still show it as CII #)

### **3-100.5 PROCEDURE:**

#### **A. Jailers Responsibility**

1. LiveScan fingerprints shall be obtained from every prisoner booked

#### **B. Applicants/Registrants**

1. All registrants (11590 H&S, 290 PC, 457.1 PC) are printed on the CAL-ID System under Registrant. All applicants are printed on the CAL-ID system under Applicant.
2. All applicants/registrants entering the Jail will be asked if they have any firearms or other weapons in their possession. If they have any, they must leave them outside the building in a legal place of their choice.

#### **C. Records Responsibility**

1. Record checks

- a. Records personnel shall check the ICIS-MTX for new bookings routinely, throughout each shift.

## **RECORDS 3-100**

- b. Each arrestee name shall be checked for prior Pomona arrests.
- c. Juveniles arrested on printable offenses shall be checked for JAIN and PHI numbers, which will be written on the upper hand corner of the Juvenile Contact sheet and Booking sheet.

## RECORDS 3-410

### 3-410.0 TITLE: FELONY ARREST, FOURTH TIME DUI SUSPECTS

Effective Date: July 5, 1990

Related Procedural Manuals: PAT. 7-600, DET. 1-800, JAIL

### 3-410.1 SYNOPSIS:

Felony arrest and booking procedures for fourth time DUI suspects who have three (3) prior DUI convictions in last seven (7) years.

### 3-410.2 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.

### 3-410.3 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

### 3-410.4 DEFINITIONS:

None.

### 3-410.5 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.

## **RECORDS 3-420**

### **3-420.1 TITLE: ADMINISTRATIVE PER SE LAW**

Effective Date: 7-15-93

Related Manuals: Pat. 7-650, Property/Evidence Procedure Manual

### **3-420.2 SYNOPSIS:**

To establish procedure in the application of the Administrative Per Se Law.

### **3-420.3 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.

## RECORDS 3-420

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.

### 3-420.5 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.

## **RECORDS 3-420**

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.

## **RECORDS 3-430**

### **3-430.0 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, PATROL 7-130,  
DETECTIVE 1-830; CODE 5-050

### **3-430.1 SYNOPSIS:**

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

### **3-430.2 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.

### **3-430.5 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.



## RECORDS 3-430

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.

## RECORDS 3-430

- 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.

## **RECORDS 3-440**

### **3-440.0 TITLE: ARREST DESK PROCEDURES**

Effective Date: 1/14/14

Revision Date: 1-6-15 (Author: Doreen Herring, Records Manager)

Prior Revision Date: 1/14/14

### **3-440.1 SYNOPSIS:**

Procedures for processing all incoming arrest reports and jail paperwork when assigned to the arrest desk.

### **3-440.2 PROCEDURE OVERVIEW:**

It is the responsibility of the Records Bureau personnel assigned to the arrest desk to ensure all of the required steps are followed as outlined below:

### **3.440.5 PROCEDURES:**

#### **A. SORT JAIL PAPERWORK (without cites or bail bonds):**

All jail paperwork must be paper clipped together and filed alphabetically in the sorter (alphabetically within each letter).

- (a) BEFORE filing in the sorter all staples should be removed, DR numbers written on every page, and envelopes opened and taped to blank paper. Copy the back of the Arrestee Medical Screening Forms, the Booking and Property Record pages, the Request for Inmate Visit form, and the pink prisoner information form (even if there is nothing written on the back).
- (b) The FBI/CWS rap sheets that are for warrant bookings are to be shredded. Keep the Want out of Sacramento and the CWS/NCIC hit paperwork.
- (c) If an "Updated Booking" and an "Original Booking exists, strike through the original booking and place in the back of the jail paperwork just before the booking release form.
- (d) The booking release form should be the last page in your packet of jail paperwork.
- (e) If there are two copies of the Inmate Property List and one copy has the inmate's signature on it and the other is blank, shred the blank copy.

## RECORDS 3-440

- (f) PCD's (Probable Cause Declaration form) there should be a signed and unsigned copy by the judge. Make sure to keep both copies.

**B. SORT JAIL PAPERWORK** (with cites or bail bonds on an open charge):

Same procedures as above and including:

- (a) Detectives are responsible for going to the jail and signing for the original bond that goes to an open charge. If you should receive an original bail bond that goes to an open charge, place bond back into the jail basket at the log desk.
- (b) Cites with an open charge: If the cite is for an open charge, make a copy of the front of the original cite. DO NOT copy the back of the original citation unless there is writing on the back. Tape the white copy of the cite to the back of the copy. Place the open charge citation (original cite) in the Cites folder located at the arrest desk. Place the white copy of the cite with the copy (taped to back) to the back of the jail paperwork (behind the booking release form). This cite copy will later be moved to the original arrest booking paperwork when paperwork is matched.

**C. SORT JAIL PAPERWORK** (with cites or bail bond on other agencies warrant):

Same procedures as above and including:

- (a) Cite or Bail bond on another agencies warrant: Make a copy of the front of the original cite (DO NOT copy the back of the original citation and/or bail bond). Tape the white copy of the cite to the back of the copy. If the original bail bond is still at the jail, you are required to respond to the jail and sign for the original bond immediately.
- (b) Locate the warrant (that matches what is on the cite or bail bond) in the jail paperwork. Original cites or bail bonds (and warrant abstracts) are to be routed to the Court of Jurisdiction. Put the warrant and the original citation or bail bond in an envelope and mail to the court address as indicated on the citation or bail bond (always confirm this address in the California Courts Directory located at the arrest desk). Indicate on the left margin of arrest booking slip "Cite or BB

## **RECORDS 3-440**

mailed, date and initials”. If a green cost reimbursement form exists, send this to the other agency also for possible reimbursement to Pomona PD. If a print card exists, shred.

- (c) Cite or Bail bond on a Pomona Court warrant: Make a copy of the front of the original cite (DO NOT copy the back of the original citation and/or bail bond). Tape the white copy of the cite to the back of the copy. Locate the warrant (that matches what is on the cite or bail bond) in the jail paperwork. Original cites or bail bonds (and the warrant abstracts) are to be routed to the “Court Officer” via the basket at the arrest desk. Attach a copy of the booking slip (from the arrest paperwork) and the original warrant, with the original cite or bail bond. Also, attach the green copy of the booking fee and print card, if available. Indicate on the Court Officer Receipt Register the documents going to court and put in the “Court Officer” basket.

### **D. MATCHING JAIL PAPERWORK WITH ARREST REPORT:**

- (a) If there is a copy of a cite or a copy of a bail bond attached to the back of the jail paperwork, include this with the arrest report.
- (b) If there is a copy of a warrant attached to the back of the jail paperwork, include this with the arrest report (or throw away if one is already included with the arrest report).
- (c) Staple the jail paperwork together, indicate your initials on the bottom right corner of the jail copy of the booking slip, paper clip to the arrest report and either prepare to put the arrest report on the register or, if that has already been done, to the scan station.
- (d) Jail paperwork on warrants and 647f’s should be stapled and initialed, and then stapled to the back of the original booking. DO NOT use paperclips on warrants or 647f’s. After these are on the register they should go to the scan station where they will be scanned at a later time. These are to be kept in DR number order.

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### E. ARREST REGISTER:

- (a) Enter all arrests on the Arrest and Citation Register E-CARS Plus program) located on the arrest desk computer only.
  1. Click on "Arrests".
  2. Click on "Data Entry".
  3. Click on "Add New Record".
  4. Click the arrow next to "Agency" and choose Pomona P.D.
  5. Tab over and click the arrow next to "Prepared By" and choose your name.
  6. Tab over to "Local Ref #" (while tabbing over make sure date prepared is filled in).
  7. In the "Local Ref #" use the DR number. Only use the last six digits of the DR. Do not use the year.
  8. Tab over to each field and enter Last name, First name and FULL Middle name if available (KEY NAME).
  9. Tab over and click the arrow next to "Gender" and choose gender.
  10. Tab over and enter birthday xx/xx/xxxx (enter full year).
  11. Tab over and click the arrow next to race and choose race.
  12. Tab over and enter date of arrest xx/xx/xxxx (enter full year).
  13. Tab over to charges (See below)
- (a) Pomona Open Charge: In the dialog box enter the corresponding charge located on the booking slip. If charges are not specified i.e. "OTH", refer to Booking and Property Record and use the offense code displayed in the charge box

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- (b) Pomona warrants: If the warrant is a bench warrant, type BENCH WARRANT under “Charge Description”. Choose misdemeanor or felony. Choose appropriate “Status” and “Disposition”. If the warrant is not a bench warrant, put the charge in as if it were an open charge.
- (c) Other agency warrants: Type OUT under “Charge Description”. Choose #2 from the drop down list. If a Pomona open charge exists, disregard the outside warrant and input the Pomona charge instead.
- (d) Indicate the arrest has been listed on the arrest and citation register by initialing next to the booking number on the booking slip with red pen.
- (e) After putting cite out arrests (no booking) on register, put back to scanning. We will not be receiving jail paperwork on cite out arrests.

### F. MONTHLY ARREST REGISTER TO DOJ AND THE RECORDS SUPERVISOR:

- (a) In the E-CARS Plus program:
  - 1. Click on arrest.
  - 2. Click on utilities.
  - 3. Click on Export form. Click on Export Data to DOJ.
  - 4. At this point insert a disc into the A drive.
  - 5. Type in date range for the month.
  - 6. Click start.
  - 7. Click OK.
- (b) Once the information has been transferred, you will need to make another disc for the Record’s Supervisor. On step 3 instead of export to DOJ, you will click re-submit to DOJ.

**Important: Make sure to check to see if the information was transferred onto each disc, the copy for DOJ and the Record’s Supervisor. Do this by placing the disc into the “A” drive of the computer. Go to “My Computer”, chose the “A” drive and look at the information.**

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- (c) On the disc for DOJ, type a label with the following information:

ARREST AND CITATION REGISTER  
POMONA POLICE DEPARTMENT (CA0195500)  
MONTH AND YEAR  
CONTACT: RECORDS SUPERVISOR (909)620-2159

Place in bubble envelope and send to:

Bureau of Criminal Statistics  
P.O. Box 903427  
Sacramento, CA 94203-4270

On the Record's copy:

ARREST AND CITATION REGISTER  
MONTH AND YEAR

- (d) Print out a copy of the arrest and citation register for the day shift supervisor for monthly statistics:
- (e) Print monthly arrest register for the assigned shift supervisor for monthly statistical report.
- (f) When you complete the disc for the arrest and citation register, **please date and initial both discs**
- (g) In the E-CARS Plus program:
1. Click on arrests.
  2. Click on reports.
  3. Go to "Jus750 report".
  4. Fill in the first day to the last day of the month (xx/xx/xxxx – xx/xx/xxxx).
  5. Hit start.

DO NOT delete the monthly arrest information. Just start the next month.



## **RECORDS 4-001**

### **4-001.0 TITLE: PROCESSING OF VEHICLE REPORT (CHP 180 FORM)**

Effective Date: 1-30-90

Revised Date: 6-28-01 (Author: Judy Ramsey)

Related Manuals: Patrol 8-301, Desk 3-202

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

Procedure for the appropriate processing of vehicle reports and Notice of Stored Vehicle form (CHP180).

The CHP180 form was revised 2-99. This form is a four-part form, containing the original (master), storage facility copy (yellow), and two (2) half sheet Notice of Stored Vehicle forms.

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

When a CHP180 form is received in the Record Bureau it is vital to ensure that critical processing is done in a timely manner. The timely processing of these reports will ensure the status of the vehicles in SVS is correct, thereby minimizing the possibility of erroneous "felony" stops.

Notifying vehicle owners of the whereabouts of their stored, impound and recovered vehicles is required by Vehicle Code section 22852. This section specifies notice to the owner must be given within 48 hours of storage/impound.

### **4-001.5 PROCEDURE:**

#### **I. Record Bureau Processing:**

- A. Upon receiving the CHP180 form, immediately run the vehicle through SVS and DMV to verify the status of the vehicle (i.e., Stolen, Recovered, Stored, Impound), confirm R/O information, and the accuracy of the information entered. Make the required notation along the upper left hand margin (T/T, date, time, initials) and also initial the teletypes indicating you have reviewed the entry.
  1. If the SVS information is incorrect or incomplete, make the necessary corrections, and send required T/T messages (Admin for Recovered O/Department).
  2. If the R/O information on the report does not match the R/O information per DMV, print the DMV response and attach to the front of the vehicle report. Present the report and related teletype printouts to the on duty Records Supervisor or Senior Police Clerk, who shall discuss the discrepancy with the on duty Watch Commander for timely resolution.

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- B. Upon receipt of the **approved** vehicle report, proceed as follows:
1. Control the report in on the daily log on the bottom right corner and also control the vehicle in on the officers log on the bottom left corner.
- C. For Recovered, Stored and Impound Vehicles:
1. If the vehicle was released in the field, it is not necessary to send a notice of stored vehicle.
  2. If the vehicle was not released in the field, confirm R/O and L/O information on the report against the T/T.
    - a) Mail one copy of the "Notice of Stored Vehicle" form (the small half sheet portion of the CHP180 form) to the R/O and one to the L/O (if different).
    - b) Mail a copy of the "Notice" to the originating agency if the vehicle is a recovery for another department.
    - c) When a Pomona stolen vehicle is recovered, the original Stolen Vehicle report is to be retrieved and the reporting party or owner per the stolen vehicle report, is to receive a photocopy of the Notice of Stored Vehicle form.
    - d) Make a copy of the vehicle report for the front desk. This copy will be used to document release of the vehicle.
- D. For All Vehicles:
1. List the vehicle on the Vehicle Log in Excel.
  2. Make required copies and route original report to Scan desk.

## **RECORDS 4-040**

### **4-040.0 TITLE: VEHICLE PROCESSING PROCEDURE**

Effective Date: 9-30-92

Revised Date: 08-01-01 (Author: Judy Ramsey)

Previous Revision Date: 6-28-01

### **4-040.1 SYNOPSIS:**

Instructions for processing CHP180 forms in a timely and consistent manner. This will ensure that Vehicle Notices are sent to vehicle owners within the time frames as prescribed by law (CVC 22852)

### **4-040.2 POLICY/OVERVIEW:**

It is the responsibility of the Records Bureau employee assigned to the processing of "Vehicles" to ensure all of the required steps are followed, as outlined below.

### **4-040.5 PROCEDURES:**

#### **A. Run teletype**

1. Check DR number in stolen vehicle system against the report.
  - a) Ensure D.R. number is on all pages (front and back) of report.
2. Verify information in system to match the report.
  - a) Check the number of plates on the vehicle at recovery and compare against the number on the vehicle at the time of stolen. Enter plate information as needed.
  - b) Review face of the original stolen report to determine the information/action needed to proceed; i.e., R/P, R/O, when Vehicle Log Entry made.
3. On Stolen Vehicle reports, verify that victim information has been entered into the system.
4. Note R/O information if different from that listed on the report.
  - A. If VIN-to-Vehicle, plate-to-vehicle or VIN-to-plate information does not match:
    1. Print the registration teletype and forward the report to the on duty supervisor for referral to the Watch Commander.

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5. Update, modify or correct entries as necessary adding additional information as provided by the report whenever necessary.
6. If the report is of the recovery of another agency's stolen vehicle, send an Administrative Message to the other agency.
7. Print the Vehicle System inquiry response and retain as follows:
  - a. Print all Vehicle System inquiry responses
  - b. On Stolen and Recovery reports, retain the original teletype printout with the CHP 180 and send the carbon copy to the Detective Bureau with their copy of the vehicle report.
  - c. On Impounded and/or Stored vehicle reports, retain the original teletype print with the file. The carbon copy of the teletype may be discarded.
8. Initial and date the upper left-hand margin of the vehicle report (T/T, date, time, initials). Also, initial the teletypes indicating that you have reviewed that the information entered into SVS is correct and matches the CHP 180.
9. Place the vehicle report in the Report Approval basket.

NOTE: **Embezzled Vehicles** DO NOT get entered into SVS until a warrant has been obtained by the Detective handling the case.

### B. At the Log Desk:

1. Control in the vehicle report on the daily log and the officers log.
  - a. Write "CTL," date and initials on the bottom right margin of the CHP 180 to indicate it has been controlled off on the daily log. Also, control the vehicle in on the officer log and indicate "CTL" and your initials on the bottom left corner.
  - b. If the vehicle report is part of an arrest or crime report package, make one copy of the vehicle report to remain with the arrest/crime report package at the log desk.
    - 1) On original vehicle report indicate "XC arr/crime package", date and initial in lower right corner.
  - c. The original vehicle report is now ready for processing.

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- C. The following are the minimum steps to be accomplished in processing vehicle reports. These steps are to be completed from start to finish on each individual vehicle report without exception.
1. Index the report to include the R/O, and location if applicable.
  2. If the vehicle has already been released, write "released" in the "Date Notified" box at the bottom right of the form and skip to Step D of this procedure.
  3. If the vehicle has not been released, send Notice of Storage to owners of Record according to DMV. Sign off the back of the Notice as indicated, before mailing.
    - a. Registered and Legal owner when so indicated by DMV records;
    - b. Send a copy to any other owner indicated in the DMV files or provided by the report;
    - c. Send a copy to the reporting party on any stolen vehicle report when different from the owners of record.
    - d. When a Pomona stolen vehicle is recovered by another agency, mail a copy of the notice of stored vehicle to the tow company. Indicate this notice by writing "NS" for notice sent at the left edge of the "Tow/Storage Concern" field.
    - e. For vehicles impounded under Vehicle Code Section 14601 and all subsections, it is imperative that Notice of Stored Vehicle letters and the Administrative Letter be sent **CERTIFIED MAIL** to the legal owner. If there is no legal owner on record, the Notice of Stored Vehicle and the Administrative Letter are to be sent certified mail to the R/O.

NOTE: For "Stored" and "Impounded" vehicle reports, send a copy of the "Administrative Letter" with the Notice to the R/O and L/O
  4. Indicate completion of the notice process by checking the appropriate box on the bottom of the CHP 180 form.
    - a. If additional notices are sent to other owners, reporting parties, etc., indicate completion of the notice process by placing a checkmark with the initials "NS" (for notice sent) on the teletype or the original stolen vehicle report next to the addressee's name.
  5. Type the appropriate envelopes on department letterhead envelopes to address copies of the notices to all designated parties.

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- a. List the DR number in the lower left corner of the envelope.
6. If the vehicle report is of the recovery of another agency's stolen, a copy of the recovery report, along with the Notice of Stored Vehicle is to be forwarded to that agency.
  - a. Indicate the completion of this task by indicating "XC" and the agency name and your initials on the bottom right of the CHP 180.
7. "Blank Notices" which indicate the removal of a vehicle for which no owner can be identified, are to be forwarded to the address indicated on the back of the notice form.
  - a. Indicate the completion of this task by entering "DOJ" in the "Notice Sent" box in lower right of the CHP 180 to indicate inability to determine ownership.

NOTE: RE: 10751 VC IMPOUND/RECOVERY REPORTS: No notice is to be sent until the assigned investigator advises Records in writing of the owner information developed in the particular incident.

8. This completes the minimum processing required.
    - a. If you are unable to **completely** process vehicle reports from this point forward, then attach a Post-It note to the face of the vehicle report indicating 'SECTION C DONE', date and initial.
  9. If, for whatever reason you are interrupted during the time you are processing vehicle reports and you feel you will be unable to complete the minimum processing prior to the end of your shift, it is your responsibility to immediately notify the on duty supervisor or senior police clerk of this fact.
- D. Logging Vehicle Reports - the purpose of this log is to provide retrieval of vehicle information, statistics dealing with workload, and to be available as a research tool.
1. The vehicle log is maintained in Microsoft Excel. The current month is indicated before the letters "VEHLOG" as in "MARVEHLOG," which is the March vehicle log.
    - a. Enter the data as called for by the format.
    - b. In the date field, enter the date reported.
    - c. If no plates are on the vehicle, enter as many digits of the VIN as possible in the "LIC" field.

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- d. The "Notice" field calls for you to enter the date the notice is mailed..
  - e. The remaining fields are self-explanatory.
  - f. Indicate "logged" on the bottom left corner of the original CHP 180 and the date and your initials.
  - g. When all vehicle data has been entered, re-order the list by DR number. To do this, click on "Data" and then click on "Sort." A box will appear and it will indicate the sort is to be by "DR NUMBER." Click "OK." The DR numbers will then be in order. Save your data and then exit out of Excel.
  - h. The vehicle log is printed monthly and is kept at the backup desk for two years.
2. Updating List - The vehicle list will be updated under the following circumstances.
- a. To correct an error.
  - b. To record a vehicle release.
    - 1. Enter date in "Release" column.
    - 2. On the vehicle release, indicate a checkmark and your initials to the left of the name/s in the "Vehicle Released to" box.
  - c. To record recovery of a stolen vehicle:
    - 1. Enter date of recovery and notice date. Enter "REC" in the "TYPE" field next to the "STOLEN" entry.
  - d. To reclassify the status of a particular vehicle:
    - 1. On printed copy of the list, line through the original entry to write in new report classification. If vehicle log is still in the computer, update the "TYPE" to the reclassification.
- E. Copying vehicle reports - Indicate the copy routing, date and initial accordingly in the bottom center of the original vehicle report.
- 1. Stored Vehicles:
    - a. One copy for the Front Desk – if released, no copy is needed
    - b. One copy for the Traffic Bureau

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2. Impounded Vehicles:
    - a. One copy for the Front Desk – if released, no copy is needed
    - b. One copy for the Traffic Bureau
  3. Stolen Vehicles:
    - a. One copy for the Detective Bureau – attach carbon of teletypes
    - b. One copy for CAU
    - c. One copy for the Traffic Bureau.
  4. Recovered Vehicles:
    - a. One copy for the Detective Bureau – attach carbon of teletypes
    - b. One copy for CAU
    - c. One copy for the Front Desk – if released, no copy is needed
- F. After copies are complete, put all vehicles to the scan station.



## **RECORDS 4-042**

### **4-042.0 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, PAT 3-120

### **4-042.1 SYNOPSIS:**

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

### **4-042.2 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.

### **4-042.3 STATUTORY REFERENCES:**

11166 (a) P.C.

1116.3 (a) P.C.

15630 W.I.C.

### **4-042.4 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.

### **4-042.5 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

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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 PSSSI, 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.

## **RECORDS 6-301**

### **6-301.0 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: Pat. 3-008; Code 1-080

### **6-301.1 SYNOPSIS:**

Procedures for controlling and issuing Citation Books.

### **6-301.3 STATUTORY REFERENCES:**

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

### **6-301.5 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.

## **RECORDS 6-400**

### **6-400.0 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 (Author: Capt. Harding)

Related Procedures: Patrol 3-220, Dispatch 2-115

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

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

Procedure For The Issuance of Second Response/Disturbance Violation Notice

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

Pomona City Code Sections 22-140 through 22-144 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.

### **6-400.3 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.

### **6-400.5 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 printout 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 printout of the second noise level reading shall be attached to the "Second Notice" (fee notice). A copy of this printout 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.

## **RECORDS 7-701**

### **7-701.0 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: PAT 3-005, DET 1-401

Xref: REC 3-000 Prioritizing Transcription of Reports

### **7-701.1 SYNOPSIS:**

Procedures for the use and distribution of Apprehension Request.

### **7-701.5 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.

## **RECORDS 7-702**

### **7-702.0 TITLE: TRANSPORTATION OF PERSONS ARRESTED BY OTHER AGENCIES ON POMONA WARRANTS**

Effective Date: 9-12-88

Related Procedural Manuals: Jail 191, Patrol 5-003, Det. 1-603

### **7-702.1 SYNOPSIS**

Transportation of persons arrested by other agencies on Pomona warrants

### **7-702.2 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.

### **7-702.3 STATUTORY REFERENCES**

P.C. 821

P.C. 822

P.C. 827.1

### **7-702.5 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.

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

## **RECORDS 7-703**

### **7-703.0 TITLE: AWOL NOTICE/CANCELLATION**

Effective Date: 12-13-89

Related Procedural Manuals:

### **7-703.1 SYNOPSIS:**

The purpose of this procedure is to assign responsibility for processing Military Absent Without Leave (AWOL) notices and cancellations and to codify the processing.

### **7-703.2 POLICY/OVERVIEW:**

When a member of the Military is Absent without Leave (AWOL), the particular branch sends out a notice to law enforcement agencies having jurisdiction over the area where the subject is believed to be. This notice also advises a physical description, possible addresses, and provides a phone number to call if the subject is located. Additionally, the military services enter AWOL information in the NCIC Wanted Person System.

### **7-703.5 PROCEDURES:**

#### **I. Responsibility**

- A. The Records employee assigned to process incoming mail is responsible for the processing of AWOL notices and cancellations.

#### **II. AWOL Notice:**

- A. Prepare a green 3X5 card listing the name, DOB and physical description of the AWOL subject (See example). Indicate indexing as per present procedure.
- B. File the 3X5 card in the master 3X5 file.
- C. Route the AWOL notice to the Records Shift Supervisors office for filing in the AWOL folder.

#### **III. AWOL Cancellation:**

- A. Pull and destroy the green 3X5 card.
- B. Make a notation on the Cancellation notice, "3X5 destroyed, date and initials", and route the cancellation to the Records Shift Supervisors office.
  - 1. The Records Shift Supervisor associate the cancellation with the appropriate AWOL notice and retain both documents for the required 2-year retention period.

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### SAMPLE 3X5

DOE, JOHN M.    DOB:  --/--/--
ADDRESS
PHYSICAL DESCRIPTION
SUBJ: (DATE)    AWOL
CONTACT (SERVICE BRANCH & PHONE #)



## **RECORDS 7-704**

### **7-704.0 TITLE: WARRANT PROCEDURES TO CALIFORNIA STATE PRISONS**

Effective Date: 11/8/10

### **7-704.1 SYNOPSIS:**

Procedures for abstracting warrants to California State prisons regarding incarcerated subjects.

### **7-704.2 PROCEDURE OVERVIEW:**

It is the responsibility of Records Bureau personnel to abstract warrant or WIS information to California State prisons upon receipt of the request via telephone. The request is due to an incarcerated subject either being paroled from prison or transferring prisons.

### **7-704.5 PROCEDURES:**

#### **A. VERIFY WARRANT**

1. Once a state prison has contacted the Records Bureau the person receiving the phone call needs to ask if the subject of the warrant is being released from prison or is being transferred.
2. Once this information is ascertained, if the warrant is no longer in the system, you must send a Want 5 to CWS. Once the Want 5 is sent you must contact CWS and request that the warrant is put back into the system showing as an "active" warrant. Make sure you have the warrant number to give to CWS.

(a) If the warrant has been recalled by the court CWS will advise of the recall. You will need to advise the prison of the recall date.

\*NOTE: once a warrant has been recalled it will only stay in the system for CWS to see, for three months. After three months the warrant will completely drop out of the system and CWS will no longer be able to view it or reactivate it since it is no longer a "good" warrant.

(b) If CWS advises you that there is no warrant, then you shall assume that the warrant has been recalled and you must contact the court to find out the date the warrant was recalled. Advise the prison of the recall date.

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### **B. ABSTRACTING WARRANT/WIS INFORMATION**

1. If the subject of the warrant is being transferred to that prison, DO NOT send the warrant abstract. The prison only needs the information on the warrant for housing purposes, not the warrant itself. ONLY send the WIS.
2. If the subject is being paroled from prison, the prison must wait until no more than 60 days prior to the release date before they may have the warrant abstract sent to them.
  - (a) Once a prison calls and the subject is being released from prison within 60 days, then you must abstract the warrant to the prison.

## **RECORDS 7-705**

### **7-705.0 TITLE: WARRANT NOTICES 2ND PARTY CHECKS**

Effective Date: 06-01-16 (Author Doreen Herring, Records Manager)

### **7-705.1 SYNOPSIS:**

The purpose of this procedure is to ensure the accuracy and completeness of all Pomona Warrants entered into the Wanted Persons System.

### **7-705.2 POLICY/OVERVIEW:**

To ensure the accuracy and completeness of all Pomona Warrants entered into the Wanted Persons System. Each teletype received from the Los Angeles County Superior Courts shall be reviewed by a second party in Records. This is a requirement set forth by the Department of Justice, as required by the NCIC Advisory Panel, and by Section 2.310 of the California Criminal Justice Information System (CJIS) manual. The Records Manager shall be responsible for insuring the second party checks have been conducted on all Wanted Person entries.

### **7-705.3 STATUTORY REFERENCES:**

15160 California Government Code  
15165 California Government Code

### **7-705.5 PROCEDURES:**

#### **I. Receipt of Warrant Notice**

- A. The Pomona Police Department receives issuance of warrants via teletype daily of warrants that have been entered into CWS/WPS/NCIC by Los Angeles County Superior Courts, wherein Pomona Police Department is the filing/assigned agency.
- B. Upon receipt of the Warrant Notice from Los Angeles Superior Court via teletype, the Records Manager shall assign the Senior Police Records Specialist the task of:
  - 1. Verifying all information that has been entered by the Los Angeles County Superior Court into CWS/WPS/NCIC is accurate and complete.

#### **II. Records Procedure for Second-Party Check:**

- A. The Records Bureau employee assigned the task of the second party check of all warrant notices shall:
  - 1. Review and validate the entry by the Los Angeles County Superior Court.
  - 2. View the entire master case file to check for accuracy and completeness of the entry.
  - 3. If new or supplemental information is in file, update the entry at this time.

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4. Initial and date the teletype showing the second party check is complete.
- A. All Automated Criminal Justice Systems require that CLETS/NCIC entries be canceled if the master case file is no longer available or cannot be located. The validation list shall reflect “record cancelled due to master case file UTL.”**

## **RECORDS 9-501**

### **9-501.0 TITLE : GUN DEALER LICENSING**

Effective Date: 5-9-84

### **9-501.1 SYNOPSIS:**

This sets forth procedures for the licensing of all local dealers of pistols, revolvers, and other firearms capable of being concealed on a person.

### **9-501.2 POLICY/OVERVIEW:**

Penal Code Section 12071 requires the Pomona Police Department, as a duly constituted local licensing authority, to solicit the local gun shops, pawn shops, sporting goods stores, etc., for applications, and shall recommend to the City Clerk whether to grant licenses for retail sale of concealable firearms, providing the following criteria are met as set forth below:

### **9-501.3 STATUTORY REFERENCES:**

12071 P.C. - Local Licenses for Sale of Certain Firearms

### **9-501.5 PROCEDURES:**

#### **I. Conditions of Licensing**

- A.** The applications for license and licenses for retail sale of concealable firearms shall be in the form set out by the Attorney General's Office, and licenses must be re-issued annually upon approval. For licensing, the licensees must meet the following conditions under pain of forfeiture of license:
  - 1.** The business shall be carried on only in the building designated in the license.
  - 2.** The license or a copy thereof, certified (by this Department) shall be displayed on the premises where it can easily be seen.
  - 3.** No pistol shall be delivered:
    - a.** Within fifteen (15) days of the application of the purchase and, when delivered, shall be unloaded and securely wrapped.
    - b.** Unless the purchaser either is personally known to the seller or shall present evidence of his identity.
  - 4.** No pistol, revolver or imitation thereof, or placard advertising the sale or other transfer thereof, shall be displayed in any part of the premises where it can be readily seen from the outside.

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- B. Copies of applications for licenses and copies of licenses shall be retained in the Chief's Office for review and appropriate action.
  - 1. Any dealer not holding such a license will be guilty of a misdemeanor, as stated in 12070 P.C.

## RECORDS 9-502

### 9-502.0 TITLE: SECONDHAND DEALER /PAWN BROKER LICENSING

Effective Date: 02/04/14 (Records Supervisor: Susan Ervin)

### 9-502.2 POLICY/OVERVIEW:

The Department conforms with criteria set forth in the appropriate sections of the California Business and Professions Code pursuant to the issuance/denial of Secondhand Dealer /Pawn Brokers Licenses.

### 9-502.3 STATUTORY REFERENCES:

21641c B&P - Grounds for Denial

The Chief of Police, the Sheriff or, where appropriate, the Police Commission, shall accept an application for and grant a license permitting the licensee to engage in the business of secondhand dealer or pawn broker, as defined in Section 21626, to an applicant who has not been convicted of an attempt to receive stolen property. Prior to the granting of a license, the licensing authority shall submit the application to the Department of Justice. If the Department of Justice does not comment on the application within 30 days thereafter, the licensing authority may grant the applicant a license. All forms of application and licensure, and license renewal, shall be prescribed and provided by the Department of Justice. A fee may be charged to the applicant as specified by the Department of Justice for processing the initial license application.

### 9-502.4 DEFINITIONS:

1. Secondhand Dealer - Any person, co-partnership, firm, or corporation whose primary business is buying, selling, trading, taking in pawn, accepting for sale on consignment, accepting for auctioning, or auctioning secondhand tangible personal property.
2. Pawn Broker - An individual or business (**pawnshop**) that offers [secured loans](#) to people, with items of [personal property](#) used as [collateral](#).
3. Convicted - A plea or verdict of guilty or a conviction following a plea of nolo contendere.

### 9-502.5 PROCEDURES:

- I. Upon receipt of all pertinent information from the Applicant Steno, the assigned Records Supervisor, shall conduct a background investigation on Secondhand Dealer/Pawn Broker Applicants.
  - A. Complete a cover letter, directed to the Chief of Police, including all information regarding the background investigation.

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1. Some areas of concern should be local, statewide, and national check for warrants, wants, and criminal history.
- B. Complete PPD Form #70, "Cover Sheet" indicating a recommendation of either "denial" or "approval".
  1. If the recommendation is "denial", include any supporting information, i.e., investigative reports and submit with completed package to the Chief of Police, when investigation is completed. Any recommendation for denial should be supported by the authority of Sec. 21641 B&P.C.
  2. If the recommendation is "approval", forward information to the Chief of Police, when information to the investigation is completed.
- C. Submit PPD Form #70, "Cover Sheet", cover letter, and supporting information to the Chief of Police for review.
  1. The information shall be forwarded, via the Chain of Command.
- D. Upon receipt of the investigation provided by the Internal Affairs Sergeant, the Chief of Police shall determine if the Secondhand Dealer/Pawn Broker Application is to be denied or approved.
  1. If denied, the information shall be returned to the Records Supervisor in the Records Bureau.
    - a. A letter shall be sent to the applicant informing him/her as to the reason for denial. The letter is usually prepared by the Records Supervisor in the Records Bureau for the Chief of Police and provided with the package.
  2. If approved, the Chief of Police will provide his signature to the license and PPD Form #70 "Cover Sheet", dating same. The information will be returned to the Records Supervisor in the Records Bureau.



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