CHIEF'S PREFACE

The Pasadena Police Department Policy and Procedure Manuals are the framework for the day to day operations of this organization, both in the field and administratively. The Manuals also provide guidance for extraordinary events and establish expectations regarding professional deportment and conduct.

The Pasadena Police Department has a rich history of community service and is known throughout the region for developing creative solutions to mitigate complex safety concerns. The Pasadena Way remains a contemporary philosophy that establishes a foundation of professional service and the respectful treatment of others. It is the common thread that ties us together as a department and fosters trust with the community we serve.

As we move forward, our environment continues to change and new challenges are continuously revealed. Our dedication, resourcefulness, and resolve will be tested as we address these evolving crimes and service needs. The Policy and Procedures Manuals will help us prepare for future challenges by increasing our effectiveness and streamlining our workflow to improve performance.

Our future will be shaped by open communication, analytics and a deeper commitment to collaboration. Equally important is the department's commitment to develop our employees through formal education, training and mentoring to ensure they remain contemporary with best practice policing.

No manual can cover every situation, contingency or behavior. Pasadena Police Department employees are expected to do their best in any situation with the information and resources available to make decisions based on our values:

1. We exist to serve the Community;
2. We are proactive
3. How we get the job done is as important as getting the job done;
4. We believe in the personal touch;
5. We are fair but firm;
6. We strive for excellence;
7. We seek innovation; and
8. We revere integrity.

These Manuals merely define the parameters in which we work. Our values guide us within that framework. Before an employee makes any decision or embarks on a course of conduct, he or she should employ Tactical Decision Making (TDM). TDM is a simple three step process:

1. Take a personal assessment- Does the decision I make ring true with my conscience?
2. Determine compliance with existing law, policy or procedure- Does my decision comply with our values, the PPD manual and the law?
3. Make the ‘reasonable officer’ analysis- Will my decision stand true if examined by others?
If the answer is ‘no’ to any of these questions, the employee should carefully evaluate whether to make that decision. In rare occasions, a technical violation of policy may be necessary to achieve the greater good or comport with the values of this department. If an employee decides to violate policy, an examination of the employee's decision and motives will be examined. Discipline, if any, will be shaped by the employee's application of the Department's values and the totality of the circumstances. Likewise, if an employee’s decision is in technical compliance with the policy, but rooted in improper motive, discipline may result. Together, the Pasadena Police Department and the community we serve can improve the quality of life in Pasadena. We will respect our past, strive for excellence, and embrace the future.
LAW ENFORCEMENT CODE OF ETHICS
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.
THE MISSION, VALUES AND VISION OF THE PASADENA POLICE DEPARTMENT

Pasadena Police Department Mission Statement

We Are World Class  The Pasadena Police Department is dedicated to excellence as a world class public safety agency. We are committed to establishing an environment in which members of the department and community thrive. We seek to be a catalyst for positive change through persistent, personalized and cost effective use of public safety resources. By embracing the values of pride, professionalism and integrity we remain committed to maintaining the public trust.

We Engage the Community  We dedicate ourselves to becoming part of the community through improved communication, mutual setting of priorities and a shared commitment to community policing. Together, our efforts will set the standard for policing in the 21st century.

We Solve Problems  We seek to improve the quality of life for all residents of Pasadena through a proactive team approach to timely and innovative interventions in community problems. We recognize that our employees are our most treasured asset and the cornerstone of our department's success. We value the diverse and unique contributions made by police employees, residents and businesses to the common goal of public safety.

Pasadena Police Department Values

Ethical behavior is the cornerstone of public trust. For any police department to maintain such trust, it must constantly demonstrate that its partnership with the community will be fair, objective and securely rooted in consistently applied ethical principals. Members of the Pasadena Police Department are expected to demonstrate, through words and deeds that the best interest of the public is always in the forefront of their decisions. The principal of the Pasadena Way serves as the Pasadena Police Department's compass to ethical behavior. When an employee enters through the front doors of the Pasadena Police Department, they enter into the world of service to others. Their entire purpose is to serve the community. The delivery of this service hinges on the values the organization has founded and taught to each employee. For the Pasadena Police Department, the implementation of Values Based Policing is the next evolutionary step - a continuation and further enhancement of the Pasadena Way.

The Pasadena Way

"We Exist To Serve The Community"  Service is the foundation of the value system for the Pasadena Police Department. The highest form of service is to protect the lives and property of one's fellow human beings. Our city provides an exciting and diverse environment for personal and professional achievement. We recognize that our achievements as public servants will be measured by the level of safety and well-being enjoyed by our community.

"How We Get the Job Done is Just as Important as Getting the Job Done"  We have a continuing commitment to operational excellence that recognizes that the process is as important as the product. We are refining the traditional role of the police employee to instill an attitude and behavior which focuses on people in a constructive and positive way.
"We Believe in the Personal Touch" This is an expressive phrase that embodies a state of mind, an approach to delivering police services that acknowledges that in order to be truly effective we must express genuine concern, with conviction, that we are in the business of serving people. We recognize the dignity of all people and treat them accordingly.

"We Are Proactive" Stopping crime before it occurs is our most important function. Identifying conditions which foster crime in our community and doing something about them is a joint police - community responsibility. Thinking about crime fighting is important but preventing crime is paramount.

"We Are Fair but Firm" The Pasadena Police Department practices this value both within the organization and with the communities we serve. We are flexible in dealing with issues in an open and sensitive manner. However, we are committed to the consistent application of the law for the common good.

"Excellence" Delivering the best service or product possible is the ultimate goal for each employee of the Pasadena Police Department. The effort that one undertakes to obtain such a standard is the most important aspect of this value. Police employees are expected to do the best possible job at all times.

"Innovation" Utilizing creativity to meet today's challenges is paramount for the Pasadena Police Department to effectively solve problems. While having a consistent process to complete our daily tasks may be valuable in many circumstances, we do not serve this process. We must be willing to seek solutions that exist outside of our normal methodology in order to address the complexities of our era.

"Integrity" The police department will demonstrate, through its actions, an uncompromising allegiance to the core principles espoused within the Police Officer's Code of Ethics. Every Pasadena Police Department employee will embrace ideals such as honor, duty, courage, equality, fairness, and dignity.

Pasadena Police Department Vision

The Pasadena Police Department will be a world class agency based upon a foundation of public trust, and dedicated to keeping the public in public safety. The department will serve as a beacon of excellence and innovation as we come forward to the 21st century. By fostering an atmosphere of partnership, we will embody a shared purpose with our community and our employees. We are committed to excellence developed through pride, setting the standard, and earning a reputation for providing effective, caring, and courteous service. We will capitalize on our strengths as a diverse community and work force to make this vision a reality.
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Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
The purpose of this policy is to affirm the authority of the members of the Pasadena Police Department to perform their functions based on established legal authority.

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

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

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

100.3.1 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE PASADENA POLICE DEPARTMENT
The arrest authority outside the jurisdiction of the Pasadena Police Department includes (Penal Code § 830.1; Penal Code § 836):

(a) When the officer has probable cause to believe the person committed a felony.

(b) When the officer has probable cause to believe the person has committed a misdemeanor in the presence of the officer and the officer reasonably believes there is immediate danger to person or property or of escape.

(c) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the officer such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.

(d) When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.

(e) In compliance with an arrest warrant.

On-duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot or fresh pursuit, while following up on crimes committed within the City, or while assisting another agency.

On-duty officers who discover criminal activity outside the jurisdiction of the City should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.
100.3.2 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE PASADENA POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Pasadena Police Department includes (Penal Code § 830.1; Penal Code § 836):

(a) When the officer has probable cause to believe the person has committed a felony, whether or not committed in the presence of the officer.

(b) When the officer has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the officer.

(c) When the officer has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the officer and the officer reasonably believes there is an immediate danger to person or property, or of escape.

(d) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the officer such as certain domestic violence offenses.

(e) In compliance with an arrest warrant.

100.3.3 TIME OF MISDEMEANOR ARRESTS

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

(a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
   1. A misdemeanor committed in the presence of the officer.
   2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).

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

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

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

100.3.4 OREGON AUTHORITY

Sworn members of this department who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles from the California-Oregon border (ORS 133.405). Such authority shall only apply when officers are acting:

(a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.

(b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life, and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.

(c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents
or other similar public safety situations, regardless of whether an Oregon law
enforcement official is present at the scene of the incident.

Pasadena Police Department officers have no authority to enforce Oregon traffic or motor vehicle
laws.

Whenever practicable, officers should seek permission from a department supervisor before
entering Oregon to provide law enforcement services. As soon as practicable, officers exercising
law enforcement authority in Oregon shall submit any appropriate written reports concerning the
incident to the Oregon agency having primary jurisdiction over the area in which the incident
occurred.

100.4 INTERSTATE PEACE OFFICER POWERS
Peace officer powers may be extended to other states:

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

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

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

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

100.6 RANKS AND CHAIN OF COMMAND
The Department will utilize a chain of command for communication, command, and direction
of employees of the department. Employees will follow the chain of command with regard to
matters related to the operation of the Department. Each level of responsibility will be accompanied
by commensurate authority to make necessary decisions and exercise discretion to effectively
execute their duties. Each employee will be held fully accountable for the application of, or failure
to apply, the authority delegated to him/her.

(a) In order of descending authority, the ranks of sworn police personnel will be:

(a) Chief of Police
(b) Deputy Chief
(c) Division Commander/Executive Administrator
(d) Lieutenant/Section Administrator
(e) Sergeant/Unit Supervisor
(f) Corporal
(g) Police Officer
(b) Civilian personnel may be assigned to manage divisions, sections and/or to supervise one or more employees within the Department. They will exercise the same responsibility and authority as that exercised by sworn manager/supervisor within that same position. The authority and responsibility of Civilian Section Administrators and Unit Supervisors is limited to personnel and matters within their assignment. Only sworn personnel are authorized to issue orders related to law enforcement activities.

(c) The chain of command within the Department will be from the Chief of Police, to the Deputy Chief, to the Division Commanders, and down through the various levels of the organization as shown on the organizational chart (see Policy Manual section 200).

(d) The line of authority is based on the principle of unity of command.

1. Each organizational component is under the direct command of an identified administrator/supervisor.

2. Each employee is administratively accountable to only one supervisor at any given time.

(e) The line of authority (from subordinate to supervisor) will be preserved within each division/section/unit as indicated.

1. All employees will, at all times, obey any lawful order given by a supervisor or an employee of higher rank. Any failure or deliberate refusal of any employee (Sworn or Civilian) to obey a lawful order given by a supervisor or superior officer, shall constitute insubordination.

2. A command or supervisory employee shall not knowingly issue an order which is in violation of any law, ordinance, Department order, procedure, or policy.

3. Employees are not required to obey any order which is contrary to federal law, state law, or local ordinance. Responsibility for refusing to obey an order rests with the employee.

(a) Employees who receive an order, which they believe to be contrary to Department rules, shall first obey the order and then proceed to appeal. However, if it is determined in good judgment, that by obeying the order, irreparable harm to individuals, organizations or the Police Department will result, then such employee may refuse to obey the order. Following the refusal, the employee shall document and be required to justify such refusal.

(b) Employees who receive an order, which they believe to be unlawful or improper, shall report such in writing to the Chief of Police. The report shall contain the facts of the incident and why the employee believes the order to be unlawful or improper. Appeals for relief from such orders shall be made at the time of issue. The employee shall document and justify such refusal.

4. When an employee receives an order that conflicts with a previously issued order, the employee will inform the supervisor of the conflict. The supervisor will then resolve the conflict.
(f) Employees at every level of rank will keep their supervisors informed of any unusual activity, situations, or course of action that occurs during their daily assigned duties.

100.7  AUTHORITY AND RESPONSIBILITY OF SUPERVISORS
Supervisors will direct their efforts toward the efficient performance of the functions of the Police Department and will require their employees to do the same. Supervisors are responsible for the proper performance of their employees under a variety of conditions and circumstances.

(a) Supervisors will:
   (a) Actively direct and supervise employees of lesser rank to ensure that they perform their assigned duties efficiently. All personnel in a supervisory position are accountable for the actions of subordinates under their command, whether they are in a permanent or temporary assignment.
   (b) Monitor the situations in which subordinates are involved and ensure that proper actions are taken.
   (c) Assume command of any situation coming to the supervisor's attention that requires his/her involvement.
   (d) Respond to emergencies as necessary or directed. The first supervisor to arrive at the scene of an emergency will take charge and issue such commands and order as necessary to bring the situation under control or containment as quickly as possible until or unless relieved by the Patrol Division supervisor, or a supervisor of higher rank. NOTE: For the purposes of this paragraph, an emergency will be defined as a crime in progress, a life threatening situation, a serious police equipment accident, or any other unusual occurrence normally requiring the control and coordination of a police supervisor.
   (e) Ensure that subordinates make all required reports promptly, accurately and completely.
   (f) Ensure proper maintenance and care of departmental property through periodic inspection and audit.
   (g) Promptly obey orders of superiors and ensure that subordinates do the same.
   (h) Inform an employee's immediate supervisor, as well as their own supervisor, of any neglect of duty or misconduct by an employee not under their supervision.
   (i) Investigate reports of improper, immoral or illegal conduct of subordinates and report the findings, actions and recommendations to the next higher level within the chain of command.
   (j) Without concern to the division, work unit of group, supervisors will maintain a written record of the performance of each of their employees. Sufficient entries will be made periodically in order to accurately document each employee's performance. Entries will reflect the employee's positive traits and accomplishments and any observed shortcomings. These notes should be of sufficient quality and frequency to facilitate the preparation of accurate, detailed performance ratings.
(b) Patrol Division supervisors will:

1. Be available, when practical, to immediately respond to and take control of emergencies occurring within the supervisor's primary area of responsibility.

2. Respond to and take tactical control of emergencies occurring within another supervisor's primary area of responsibility when the primary supervisor is unavailable to do so.

3. Ensure that their officers are fully informed of areas on their respective service areas in need of preventive patrol and will ensure that such locations are checked on a timely basis.

4. Schedule the assignment of their officers to ensure proper rotation of assignments to facilitate a good working knowledge of the major aspects of the officers' work unit. Efforts will be made however, to assign officers to specific service areas/assignments for periods of time long enough so they may be held accountable for the events occurring in their specific beat areas.

(c) Supervisors may:

1. Temporarily suspend from duty (for the remainder of the employee's tour of duty on the day of suspension) any lower ranking member of the department who violates departmental orders. When such action is taken, the suspending supervisor will immediately report the facts, in writing, to the Chief of Police through channels.

2. Issue orders that deviate from written orders during an emergency. Such order will be temporary and will remain in effect only during the emergency. Such deviations will be reported to the next higher level supervisor as soon as practical.

3. Delegate authority to subordinates to perform various activities within the scope of their sections function.

100.8 SPAN AND CONTROL
The number of employees under the immediate control of a supervisor should not be excessive.

To ensure effective direction, coordination, and control of employees, the following guidelines are to be followed by all levels of supervision when establishing span and control:

(a) The complexity of the supervisor's duties and nature of other tasks.

(b) The complexity of the subordinate's duties.

(c) The number and effectiveness of control measures.

(d) The stability of operations.

(e) The capabilities of both the supervisors and their employees to discharge their duties.

The number of employees under the immediate control of a supervisor, including patrol supervisors, is ideally less than ten, except during temporary periods of adjustment or emergency. This section relates to personnel regularly assigned to a particular supervisor.
Chief Executive Officer

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

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

104.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

104.2 POLICY
It is the policy of the Pasadena Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

104.3 OATH OF OFFICE
All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

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

104.4 MAINTENANCE OF RECORDS
The oath of office shall be filed as prescribed by law (Government Code § 3105).
Policy Manual

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

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

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

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

106.2.2 COMMAND STAFF
Command Staff shall consist of the following:

- Chief of Police
- Deputy Chief
- The Commander from each division
- Executive Administrator
- The Chief's Adjutant

Command staff shall review all recommendations regarding proposed changes to the manual at staff meetings.
106.3 AUTHORITY
The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

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

**Adult** - Any person 18 years of age or older.

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

**CHP** - The California Highway Patrol.


**City** - The City of Pasadena.

**Civilian** - Employees and volunteers who are not sworn peace officers.

**Department/PPD** - The Pasadena Police Department.

**DMV** - The Department of Motor Vehicles.

**Employee** - Any person employed by the Department.

**Juvenile** - Any person under the age of 18 years.


**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Pasadena Police Department, including:
- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers.

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

**On-duty** - A member’s status during the period when he/she is actually engaged in the performance of his/her assigned duties.
Order - A written or verbal instruction issued by a superior.

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

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

Shall or will - Indicates a mandatory action.

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

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

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

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

USC - United States Code.

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

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

No part of this Policy Manual may be distributed to any person or entity outside the Pasadena Police Department without express authorization from the Chief, Deputy Chief, or via Public Records Request.

106.6 PERIODIC REVIEW OF THE POLICY MANUAL
The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.
106.7 ISSUING THE POLICY MANUAL
An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

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

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

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

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

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders or the Executive Administrator, who will consider the recommendations and forward them to the command staff as appropriate.
Chapter 2 - Organization and Administration
Organizational Structure and Responsibility

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

200.2 DIVISIONS
The Chief of Police will have the ultimate responsibility of the Pasadena Police Department for the protection of life and property, preservation of law and order, investigation and suppression of all crimes, including organized crime and vice, and the enforcement of State Laws and City Ordinances. In the absence of the Chief of Police, the duties of the Chief shall be assumed by the Deputy Chief. In the absence of the Deputy Chief, the duties of the Chief shall be assumed by the Division Commanders in order of seniority. There are five divisions in the Police Department as follows:

- Division of the Chief of Police
- Patrol Division
- Special Operations Division
- Criminal Investigations Division
- Strategic Services Division

The Chief of Police directly oversees the following:
- Division of the Chief of Police
- Audits and Inspections
- Fiscal Administration

The Deputy Chief directly oversees the following:
- Administrative Services
- Office Support Staff

200.2.1 DIVISION OF THE CHIEF OF POLICE
The Division of the Chief of Police is headed by the Chief who provides general management, direction and control for personnel within the office. The Office of the Chief of Police consists of:

(a) Audits and Inspections
200.2.2 ADMINISTRATIVE SERVICES

Administrative Services is headed by the Deputy Chief whose primary responsibility is to provide general management, direction and control for Administrative Services. Administrative Services consists of the:

(a) Administrative Services
   (a) Professional Standards Unit
   (b) Employment Services Unit
   (c) Training Unit
      (a) Firearms Training Team
      (b) Defensive Tactics Team
   (d) Range
(b) Office Support Staff

200.2.3 SPECIAL OPERATIONS DIVISION

The Special Operations Division (SOD) is headed by a Commander whose primary responsibility is to provide general management, direction and control for that Division. SOD consists of the:

(a) Community Services Section
   1. Volunteer Program
(b) Air Operations
(c) Traffic Section
(d) Jail Section
(e) Collateral Swat Team
(f) Crisis Negotiation Team

200.2.4 PATROL DIVISION

The Patrol Division is headed by a Commander whose primary responsibility is to provide general management, direction and control for that Division. The Patrol Division consists of the:

(a) Patrol Section
   (a) West Community Service Area (CSA)
   (b) Northwest CSA
   (c) Central CSA
   (d) Midtown CSA
   (e) East CSA
(b) Field Training Program
200.2.5 CRIMINAL INVESTIGATIONS DIVISION
The Criminal Investigations Division (CID) headed by a Commander whose primary responsibility is to provide general management, direction and control for that Division. CID consists of the:

(a) Violent Crimes Section
(b) Major Crimes Section
(c) Neighborhood Action Section
   1. H.O.P.E. Unit
   2. Park Safety Unit
(d) Major Narcotics and Special Investigations Section

200.2.6 STRATEGIC SERVICES DIVISION
The Strategic Services Division (SSD) is headed by an Executive Administrator whose primary responsibility is to provide general management, direction and control for that Division. SSD consists of the:

(a) Records Section
(b) Communications Section
(c) Property Section

200.3 COMMAND PROTOCOL

200.3.1 SUCESSION OF COMMAND
The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Deputy Chief or a Division Commander to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Deputy Chief;
200.3.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

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

200.4 REFERENCE
See Organizational Chart.
Preparation, Review and Approval of City Council Agenda Items

203.1 PURPOSE AND SCOPE
This regulation establishes the procedures and review process for any items placed on the city council agenda by the police department. This regulation applies to any personnel who are involved in the research and preparation of agenda reports.

203.2 GENERAL DIRECTION
(a) Agenda reports will be prepared for any item that requires action by City Council.

1. Examples include any request affecting Full Time Equivalents, any line item budget transfers over the amount of $75,000, adoption of a resolution, recognition of increased or decreased revenues, any procurement over the amount of $75,000, any request to enter into a contractual agreement, any new or requested revisions to City ordinances and any issue the council requests to be placed on the agenda.

2. Agenda reports will be signed and sent to the Deputy Chief via the author's Division Commander.

3. The Deputy Chief will review the report to ensure appropriate language is contained, particularly in the Recommendation and the Fiscal Impact Statement and will seek input, as necessary, from the City Attorney, Finance and any other departments that the action may impact.

203.3 AGENDA PROTOCOLS
(a) All Agenda reports will include a signature block for the City Manager, preparer, the Chief of Police and on the occasions where any other department(s) is involved, the department head for that department.

(b) If necessary, as deemed appropriated by the Deputy Chief, the agenda report will be forwarded to the City Attorney's Office and the Director of Finance for review and revision prior to submission to the Chief of Police. Any changes required will be the responsibility of the preparer.

(c) Unless otherwise notified, a draft of the Agenda Item will be sent to the City Clerk's office no later than noon on the Monday two weeks before the item is scheduled to appear on the agenda. The final report must be submitted by noon on the following Wednesday, with all necessary original signatures. It shall be the responsibility of the preparer to ensure that this is accomplished.
(d) One copy will remain on file in the Chief's office under "Agenda Reports" with another under subject file. Additional copies shall be provided to the Chief of Police, the Deputy Chief, and the concerned Division Commander or Executive Administrator.
Departmental Directive

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

204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL
(a) Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.
(b) All existing Departmental Directives and applicable Chief's Operational Orders and Chief's Bulletins have now been incorporated in the updated Policy Manual.
(c) Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01". For example, 11-01 signifies the first Departmental Directive for the year 2011.
(d) Chief's Operational Orders and Bulletins that are event or issue-specific shall contain a definite 'effective until' date and not be incorporated into any subsequent revisions of the PPD Policy or Procedure Manuals.

204.2 RESPONSIBILITIES
Subsequent to the issuing of a Directive from the Chief of Police the Policy or Procedure Manual will be amended to incorporate the Directive in the next semi-annual update by the Lexipol Manager.

204.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

204.2.2 CHIEF OF POLICE
The Chief of Police shall issue all Departmental Directives.
EQUAL OPPORTUNITY IN CITY EMPLOYMENT

205.1 POLICY STATEMENT
The Pasadena Police Department recognizes the multi-ethnic makeup of the city and seeks to maintain a work force that is representative of this rich diversity. It is the policy of the police department to provide equal employment opportunity to all persons. The police department, through this plan, expresses its commitment to insuring that employment practices, policies and decisions under its jurisdictions shall be based solely on individual merit and fitness of applicants and employees as related to specific jobs and without regard to race, color, religion, sex, sexual preference, national origin, physical or medical handicap, medical condition, marital status, age, political affiliation, or other non-merit factor. This policy is in accord with the guidelines set forth in the Pasadena Municipal Code 2.360, Equal Opportunity in City Employment.

205.2 REFERENCE
Emergency Operations Plan

206.1 PURPOSE AND SCOPE
The Department has prepared an Emergency Operations Plan for use by all employees in the event of a major disaster, terrorist attack or other significant event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

206.2 ACTIVATING THE EMERGENCY PLAN
The Emergency Management Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency or event.

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

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

206.3 LOCATION OF THE PLAN
The Emergency Operations Plan and related manuals for the employees are available online and in the Watch Commander’s office. All supervisors should familiarize themselves with the Emergency Operations Plan and what roles police personnel will play when the plan is implemented.

206.4 UPDATING OF MANUALS
The Chief of Police or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

206.5 OPERATIONAL LEVELS AND ASSIGNED DUTIES
(a) The Department of Homeland Security has established a new "National Terrorism Advisory System" (NTAS). There are now only two levels, Elevated Threat and Imminent Threat. The Department of Homeland Security will issue advisements accompanied with specific information pertaining to the threat. There will also be a sunset date on the threat. If the threat should continue past the sunset date, the Department of Homeland Security will issue a new advisement.

(b) If the department receives a threat advisory, the Police Chief or his/her designee will make notification to the department as to whether the threat is Elevated or Imminent.
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The advisory will contain specific information as to what the threat is and what steps each section should take to protect the public.

(c) PPD Procedure Manual section 206p contains specific recommended courses of action for each section of the department when a threat is received. In order to have an understanding of the recommendations and each of our responsibilities, every member of the organization should take the time to review this plan. These recommendations are designed to help the protection of property and to save lives. The recommendations have been developed for any and all circumstances to include normal deployment, special events, civil unrest, a natural disaster, terrorist attack, or any unusual occurrence.

206.6 REFERENCE
Peer Support Program

207.1 PURPOSE
The Department's Peer Support Program provides all PPD members with an opportunity for peer support during times of personal or professional crisis. Staff and command officers should view the Peer Support Program as support for their personnel. The mission of the Program is to:

(a) Provide a support network of individuals willing to be of service to employees who express a need for assistance;
(b) Promote trust, allow appropriate anonymity, and preserve confidentiality for employees using peer Supporters;
(c) Develop employee ability to anticipate personal conflicts and an awareness of available alternatives for self-help; and,
(d) Maintain an effective, ongoing Peer Support training process.
(e) Additionally, the Peer Support Coordinator or his/her designee shall coordinate the activities and disbursements of the Sunshine Fund under the administration of the Community Services Lieutenant

A PPD member seeking peer support assistance may contact either a peer supporter, if one is known, or the Peer Supporter Coordinator for a referral.

All Pasadena Police Department members are encouraged to notify the Peer Support Coordinator of any member who may benefit from expressions of concern or support from the Sunshine Fund.

207.2 RESPONSIBILITIES AND STRUCTURE

(a) Community Services Section Lieutenant is responsible for managing the Peer Support Program.

(b) Peer Support Program Structure:
   1. Peer Support Steering Committee
      (a) The Peer Support Steering Committee will act as the policy setting board for the Peer Support Program. The Lieutenant of the Community Services Section will serve as the Peer Supporters Program Administrator. The Coordinator of the Peer Group Supporters will serve as a member of the Committee and Executive Director of the program.

   2. Peer Support Coordinator
      (a) Maintain and coordinate liaison between Peer Supporters, resource persons, and the Department.
      (b) Recruit and coordinate the screening of the Peer Support applicants.
Peer Support Program

(c) Coordinate training of Peer Supporters.
(d) Develop resources to assist individuals when problem areas are identified.
(e) Maintain a confidential file of reported contacts by Peer Supporters for statistical purposes.
(f) Maintain an accounting of resources utilized by the program.

207.3 PROGRAM PARTICIPATION REQUIREMENTS

(a) Peer Supporters are selected from all ranks of sworn, civilian and volunteer personnel. The criteria used to select an employee for participation in the program as a peer Supporter is:
   1. An expressed desire to be a peer Supporter;
   2. Meets standards of performance in evaluation reports;
   3. No work restrictions involving psychological stress;
   4. Not the object of a serious investigation of misconduct or suffering serious personal problems.

(b) Peer Support Training- The initial peer support training shall be conducted under the direct supervision of a licensed psychologist. With the assistance of specialists, a series of periodic support training programs shall be conducted in the following areas:
   1. Crisis Identification
   2. Crisis Intervention and Counseling
   3. Listening Skills
   4. Assessment Skills
   5. Referral Skills

(c) Follow-up Training:
   1. Problem-solving Workshops
   2. Referral Workshops
   3. Advanced Skills Workshops
   4. Sharing Workshops
   5. Supporter Fellowship
   6. Alcohol and Substance Abuse Workshops
207.4 CONFIDENTIALITY
One of the most important responsibilities of a peer Supporter is the promotion of trust, anonymity, and confidentiality for employees who seek the assistance of the Peer Support Program. Communication between a peer Supporter and those being counseled shall be considered privileged by the Department except for those matters which involve violations of the law or serious misconduct, or WIC 5150 situations where a person is a danger to self, danger to others, or unable to care for self.

No member of the Department can order a peer Supporter to divulge confidential information.

207.5 USE OF DEPARTMENT EQUIPMENT, FACILITIES AND ON DUTY TIME
Peer Supporters may use Department facilities, vehicles and on duty time with prior notification of the immediate supervisor responsible for the involved equipment, facility or personnel. The phrase of "Acting as a Peer Supporter" is sufficient notification.

207.6 OVERTIME COMPENSATION
In most cases, peer Supporter counsels individuals while on duty. However, in the event that overtime is requested, advance approval of the Community Services Lieutenant or designee, is required.

207.7 SUNSHINE FUND ADMINISTRATION
(a) Oversight of the Sunshine Fund shall be by the Community Services Lieutenant.
(b) Recommendations for disbursement of from this account will be made by the Peer Support Coordinator or his/her designee.
(c) The position of Sunshine Fund Coordinator shall run for a period of one year (1/1 through 12/31).
(d) An annual audit of the Sunshine Fund financial records will be conducted by an entity not associated with the Sunshine Fund or the Peer Support Program.
   1. This annual audit shall be submitted to the Community Services Lieutenant and the Peer Support Coordinator.
(e) The Sunshine Fund Coordinator shall submit a report of disbursements/activity at each of the Peer Support quarterly in-service training meetings.
(f) Funds are to be used to send cards, flowers, or other expressions of concern and support to Pasadena Police Department Members experiencing a life crisis such as sickness, bereavement, etc. in their immediate families and extended family members upon consideration of the impact upon the PPD Member.
   1. Pasadena Police Department Members include all full and part time, sworn and civilian employees, volunteers, and retired employees in good standing.
(g) Annually encourage employees to donate via payroll deduction a minimum of $1.00 per pay period to the Sunshine Fund.
Training Policy

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

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

208.3 OBJECTIVES
The objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public
(b) Increase the technical expertise and overall effectiveness of our personnel
(c) Provide for continued professional development of department personnel

208.4 TRAINING PLAN
A training plan will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

• State Mandated Training
• Critical Issues Training
• Training Matrix

208.5 TRAINING NEEDS
All supervisors will be responsible for determining training needs within their work units and will take steps to meet those needs.

(a) Each Division/Section commander/administrator will assign a supervisor as a training representative for the work unit. The unit-training representative will:

1. Formulate roll-call training sessions using input from other section supervisors and officers and the Training Unit, and ensure the sessions are conducted on a timely basis. The goal of the roll-call training is to keep officers current between formal training sessions.
2. Submitting training documentation to the Training Unit, monthly.

3. Oversee the administration of the roll-call training in his/her work unit to ensure proper instructional techniques and training aids are being utilized.

4. Continually evaluate work unit personnel and assess their expertise and interest in training. Efforts will be made by the training representative to provide additional update training to those officers teaching specialized courses of instruction.

5. Periodically attend roll-call training sessions to evaluate and assess the content and quality of training being presented. Written evaluations should be used when appropriate to enlist feedback from personnel regarding their suggestions on how the roll-call training program may be improved.

6. Submit reports as requested by their Division/Section's Training Committee member through the commander/administrator. Training representatives will work directly with the Training Unit.

(b) Training needs will be met, when possible, with resources available within the Police Department. Resources used in training program development will include, but not be limited to:

1. Inspection reports submitted by Training Unit, departmental training representatives, or other personnel.

2. Staff reports.

3. Minutes or reports from meetings.

4. Employee suggestions.

5. Training Committee reports.

6. Training evaluations.

7. Input from field personnel and field observations.

8. Input from Command Staff, including the Chief of Police.

9. Departmental Special Projects Unit.

10. Input from P.O.S.T. and other training-oriented organizations.

11. Personnel investigations.

12. Risk Management Committee.

(c) Section/Unit supervisors will request assistance through their work unit training representative when unable to meet training needs with section/unit resources.

(d) No employee training record shall be released outside of the department without approval of the Division Commander and knowledge of the employee.
208.5.1 TRAINING NEEDS ASSESSMENT
The Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the Staff, the needs assessment will form the basis for the training plan for the fiscal year.

208.6 TRAINING UNIT DUTIES
The Training Unit will act as a liaison for the Division Section training representatives to assist in meeting departmental and work unit training needs as efficiently as possible. Staffing of the Training Unit shall be at the discretion of the Chief of Police. The Deputy Chief shall be responsible for the unit. The Training Unit shall be under the direct responsibility of the Administrative Services Lieutenant.

(a) Specific duties of the Training Unit shall include:
   1. Planning and development of training programs. Programs may include special training courses, classes, and seminars.
   2. Notification to personnel of required training and of available instruction as school opportunities arise.
   3. The maintenance of the training files of all department employees.
   4. Monitoring of attendance of personnel at required training programs.
   5. The implementation of new training programs.
   6. The selection of instructors.
   7. Evaluation of training programs.
   8. Coordination of training programs.

(b) Other miscellaneous duties of the Training Unit shall include:
   1. Assisting in the recruiting process.
   2. Orientation for new officers.

(c) The Training Unit Sergeant will be responsible for:
   1. Planning and administering all departmental training programs and to provide a central repository for all departmental training files for each employee.
   2. Obtaining and disseminating up to date information on all courses being offered through P.O.S.T. and other agencies and institutions that normally provide law enforcement training to departmental personnel.
   3. Maintaining liaison with P.O.S.T. in developing courses, obtaining funding, and allocating positions for departmental personnel in specific training programs.
   4. Processing requests from training representatives for personnel to receive outside training.
5. Maintaining up-to-date information on courses offered through the Human Resources Office of City Hall.

(d) Training aids and resources will be made available to desiring individuals.

1. Individuals may check out films, video tapes, and other available training aids and will ensure that such material is properly handled and returned in a timely manner to the Training Unit.

(e) Instructors in all department training programs, with the exception of those conducting roll-call training, should have completed instructor training and be certified as an instructor or be under the direct supervision of a certified instructor.

208.7 TRAINING PROCEDURES

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

1. Court appearances
2. Vacation
3. Sick leave
4. Physical limitations due to light duty status preventing the employee's participation.
5. Emergency situations

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

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

208.8 OUT-OF-CITY TRAINING SEMINARS, CONFERENCES, AND WORKSHOPS

(a) The guidelines governing expense allowances to be granted city employees who travel out of Pasadena on city business or who attend conferences and conventions within Los Angeles County, which last more than one day, are established by current City Policy.

1.
2. The City shall pay overtime compensation or provide Compensatory Time Off to all non-exempt employees as established in the appropriate salary resolution and/or MOU.

3. Exempt employees are not eligible for overtime unless specifically provided for in the appropriate salary resolution and/or MOU.

4. Travel, lodging, and seminar registration arrangements will be made by the Training Sergeant.

5. Prior to leaving, the employee must report to the Fiscal Administration Unit to complete a Travel Request & Expense Report (Form 04E1). At this time, an approved authorization to travel document must be presented along with a breakdown of all estimated expenses.

(a) If advance funding is required, the steps above must be completed at least two weeks (10 working days) prior to when the funds are needed.

6. Employees will ensure that a completed Travel Request & Expense Report (Form 04E1), accompanied by appropriate receipts, be submitted to the Fiscal Administration Unit within three working days of their return. Settlement of advance payments will be made on the basis of actual expenses.

7. Employees attending conferences and training seminars will submit a written evaluation on a Critique and Expense Report and may be asked to attend a briefing session with appropriate Training Unit and/or management staff and may assist in the preparation of a departmental training program.

8. The city will not reimburse employees for the purchase of alcoholic beverages, or for expenses incurred by a family member traveling with the employee.

9. Members who return from an outside training program and believe they have new information to present to the Department, should submit an outline to the Training Sergeant for evaluation. In some cases, members may be required to submit an outline of the training received. The member submitting the information may be required to assist in the development of an appropriate training module.

(b) Peace Officer Standards and Training (P.O.S.T.) training requests will be coordinated by the Training Unit.

(a) P.O.S.T. approved training will not be subsidized by city funds without specific prior approval of the Chief of Police.

(b) When reimbursement from P.O.S.T. is requested, receipts are required for expenses.
208.9 TRAINING CATEGORIES

(a) DEFINITIONS:

1. In-service training- the presentation of material that enhances the member's basic training. The use of in-service training may be a component of other specialized, career development, promotional, or advanced training. The Training Unit shall be responsible for the scheduling of annual in-service training sessions.

2. Roll-Call training- material that is presented in a short period of time generally at the beginning of a member's shift or work assignment.

3. Advanced training- training designed for specialized or supervisory skills.

4. Annual in-service training- a program of in-service training whereby members of the Department must complete certain training that is either required of all sworn officers or personnel occupying certain positions. Annual retraining is intended to maintain officers proficiency in critical skills. CPR, First Aid, and firearms training are examples of required training that all sworn officers must complete.

5. Specialized training- training that is given to a person who is newly assigned to a permanent, temporary, or specialized assignment.

6. Payback training- training given to FOD patrol teams every 28 days on their designated 10-hour 'payback' work period. The purpose of this training is to teach critical skills and maintain perishable skills necessary for effective, safe operation in the field.

208.9.1 ANNUAL IN-SERVICE TRAINING

(a) Attendance of annual in-service training is mandatory for all officers.

(b) The Training Unit shall allocate positions to each Division/Section as necessary to provide adequate opportunity for all affected personnel to attend. Every effort will be made to distribute positions uniformly.

(c) Commanders/Administrators shall be responsible for assigning personnel to the positions allocated by the Training Unit and to notify affected personnel.

(d) Individual officers are responsible to ensure that they attend any and all announced in-service modules.

1. Personnel who have been scheduled to attend annual training shall notify their immediate supervisor, as soon as practical, whenever it becomes apparent that they will not be able to attend. The employee's immediate supervisor shall ensure that the employee is rescheduled.

2. Scheduled personnel shall notify their immediate supervisor, as soon as practical, if they fail to attend as directed.
3. It shall be each employee's responsibility to notify their immediate supervisor as soon as practical in the event they are not scheduled to attend any announced mandatory training. Notification shall be made sufficiently in advance of the conclusion of the session to allow scheduling.

208.9.2 ROLL-CALL TRAINING

(a) Roll-call training is intended to inform officers of changes in policy, procedures, orders, and conditions within their assignment. The training sessions should be of short duration.

1. The Training Unit is responsible for coordinating roll-call training with the assistance of the Patrol Division. Planning, development, and presentation of such training is to be coordinated with the Training Sergeant.

2. Personnel who develop roll-call training should be those who are most familiar with the current issues and/or the topics addressed.

3. Roll-call training issues are to be incorporated into in-house academy training to ensure such courses are up-to-date.

4. Members who are responsible for conducting roll-call training shall utilize teaching methods and techniques that best meet the needs of the personnel taught, the materials presented, and the instructor's preference. Some methods are written bulletins, videotapes, films, slides, and lectures.

5. Supervisors are responsible to ensure that their subordinates have received the required roll-call training.

6. Officers should be encouraged to give written or oral evaluations of the training material immediately following the training. Memos and comments should be forwarded, via the chain of command, to the Training Sergeant.

7. Roll-call training is to be conducted for all designated members as quickly as is reasonable from the date the material is received from the Training Unit.

208.9.3 ADVANCED TRAINING

(a) The Chief of Police may select sworn members of the Department for advanced training programs. Advanced training is designed to meet the needs of the Department and to assist in a member's career development.

(b) Consistent with the purpose of advanced training, members who have completed such training may be assigned duties and, management responsibilities, consistent with the training received.
208.9.4 SPECIALIZED TRAINING

(a) Personnel who are responsible for the development and implementation of specialized training will develop training courses to incorporate performance objectives that speak to the following:

1. Demonstrate that the training develops or enhances skills, knowledge, and abilities particular to the specialized assignment.
2. Describe the management, administration, supervision, personnel policies, and support services that impact the specialized assignment.
3. Performance standards must be explained.
4. An explanation of departmental policies, procedures, rules, and regulations that impact on the specialized assignment.
5. The overall plan should show a designated period of supervised on-the-job training.

(b) The overall training plan for any permanent, temporary, or specialized position must start within thirty (30) days of when the assigned personnel start the assignment.

208.9.5 PAYBACK TRAINING

(a) Payback training topics shall be approved by the FOD Commander. Payback training will be planned and coordinated and, if necessary, administered by the Training Unit with Payback Training Team consisting of the FTO Coordinators and other designated personnel as deemed necessary by the FOD Commander. All Payback training plans will be submitted to the Training Sergeant for validation and recording purposes.

1. All patrol personnel, including field supervisors, shall attend Payback Training unless excused by that person's immediate supervisor.
2. Team corporals will work with the Payback Training Team to help coordinate training.
3. All FTO’s are subject to schedule adjustment to act as instructors for Payback Training.
4. Supervisors will facilitate schedule adjustments for personnel required to act as instructors for Payback training.

208.10 SUPERVISORY TRAINING

Employees promoted to first line supervisory positions will receive training in the following management techniques:

(a) Supervisory Training is to include:

   1. Management philosophy
Training Policy

2. Leadership
3. Employee Development
4. Performance rating of employees
5. Management skills
6. Fiscal Management
7. Tactical considerations
8. Personnel investigations
9. Labor-management relations
10. Time management
11. Employee motivation and counseling
12. Communications effectiveness
13. Problem solving
14. Values based counseling

(b) In-service training for supervisors is provided on an as-needed basis.

(c) Supervisory training is offered by the City of Pasadena and P.O.S.T., as well as other agencies and institutions.

208.11 BIMONTHLY FIREARMS TRAINING
All sworn Pasadena Police officers shall be required to qualify in the use of those firearms authorized by this department.

(a) All sworn personnel shall participate in authorized firearms training and qualification.

208.12 CIVILIAN EMPLOYEE TRAINING
The purpose of this order is to establish a system to ensure that civilian employees receive the necessary training for their job assignment.

(a) All newly hired civilian employees will receive training regarding the agency's role, purpose, goal, policies, and procedures. In addition, new civilian employees will attend New Employees Orientation where they will receive an Employee manual and training in:

1. Working conditions and regulations.
2. Responsibilities, rights, and benefits of employees.

(b) All newly hired civilian employees will receive training, in addition to orientation, prior to the assumption of job responsibilities.
Training Policy

1. Training may be limited to supervised, on-the-job training.

2. Training for employees who deal with the public will stress not only the technical skills required to perform the job, but the need for a positive department-community relationship.

(c) It will be the responsibility of each Division/Section administrator to determine the training needs of civilian employees on an annual basis and provide in-service training to update skills and to increase knowledge for new job responsibilities, where required.
Honor Guard

209.1 PURPOSE AND SCOPE
The Honor Guard is created to provide a select squad of officers to render appropriate honors at official department or designated functions.

209.2 ORGANIZATION
The Honor Guard shall be comprised of a team of officers primarily from the Community Services Section. Command of the team will be the responsibility of the Community Services Sergeant.

The Honor Guard will consist of a team of officers who will be selected for each event by the Community Services Sergeant. In some instances, the team will be led by the Sergeant or relinquished to the Officers within the section.

209.3 RESPONSIBILITIES
(a) Honor Guard shall be proficient in military manners, customs, and drill procedures, and shall participate on the following occasions:
   1. Funerals for Department personnel
   2. Upon specific request, and with departmental approval, funerals for other law enforcement officers
   3. Official Department or City ceremonies
   4. Other occasions as directed by the Chief of Police

(b) Protocol shall be guided by the provisions of the Honor Guard Manual, which shall be created and maintained by the Community Services Sergeant.

(c) The Honor Guard uniform shall comply with Departmental uniform specifications.
Electronic Mail

212.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the Department’s electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

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

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

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

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

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

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

212.4 EMAIL RECORD MANAGEMENT
Email may, depending upon the individual content, be a public record under the California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.
Electronic Mail

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

212.5 DISCLOSURE OF INFORMATION
The disclosure of information from the department's data bases shall be made only to individuals who have been authorized to receive it through the appropriate departmental procedures and/or by any governing local, state, or federal law.
Identification Photographs of Department Personnel

213.1 PURPOSE AND SCOPE
This regulation establishes the policy for photographing departmental personnel for identification and publicity purpose.

This regulation applies to all uniformed and non-uniformed departmental personnel, (both sworn and civilian), reserve police officers and others as designated by the Chief of Police.

213.2 REQUIREMENTS
Upon initial hiring, promotion, and at least five year intervals, the Police Specialist assigned to Uniforms and Equipment will take pictures suitable for identification purposes.

(a) All employees, Reserves, volunteers and interns will have a photo ID cards with their name, rank and police ID number listed on the front of the card.

(b) Whenever an officer is promoted to the rank of corporal or above, the ID card will be updated to reflect the new rank. All uniformed personnel will be photographed in their appropriate uniform.
Administrative Communications and Policies

214.1 PURPOSE AND SCOPE
Administrative communications of this department are governed by the following policies.

214.2 DEPARTMENT E-MAIL
Department Email may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 WRITTEN CORRESPONDENCE
In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All written communications to any person or agency outside the department which have the Chief of Police's signature block on them must be signed by the Chief of Police or his/her designee. The only exceptions will be ordinance and form letters. This in no way precludes supervisors, managers, and Division commanders from sending out appropriate letters, but such letters should not be formatted in such a way as to indicate to the reader that the letter has been reviewed by the Chief of Police.

214.3.1 EXCEPTIONS
Supervisors, Administrators and Commanders are not precluded from mailing letters or other appropriate communication on Departmental letterhead as long as the letter is formatted without the Chief of Police’s signature block.

214.4 TELEPHONIC COMMUNICATION
It is essential that all telephone calls are handled professionally and with courtesy. It must be clear to all employees that the first and sometimes only contact by members of the public with the Police Department is by telephone. Employees should respond to left messages promptly. Telephone calls will be made for official city business. Personal telephone calls will not be charged to the city and kept to a minimum.

214.5 KEYS
Police Building keys will be provided to applicable personnel as part of their official equipment. A key to any section, office, or storage area within the police department, is considered to be City property and will be issued to personnel demonstrating a need for access. Key control for issuance of keys to the Police Building will be the responsibility of the Uniform/Equipment Specialist.

(a) Uniform/Equipment Specialist will:
1. Be responsible for issuance of keys to authorized personnel and recording the information in the appropriate files.
2. Maintain, in a secure location, at least one key for each door in the building.

3. Inventory keys annually.

4. Maintain an accurate record of employees who have been issued keys and insure that this information is included in the employee's equipment file.

5. Will be responsible for the collection and return of all keys from departing personnel.
   (a) Any key shall be returned to the Uniform and Equipment Specialist upon termination of employment or, if appropriate, where there is a change in job assignment.
   (b) Any employee losing a key shall notify their supervisor immediately to ensure against compromise of the security system.
   (c) It will be the responsibility of the supervisor or Section Administrator to report a lost key to the Uniform and Equipment Specialist and to authorize the re-issuance of a key as needed.

   (b) Requests for duplicating any key in the building or to change any lock in the building will be made in writing to the Records Administrator.

   (c) Upon approval for a key to be duplicated, the signature of the Strategic Services Division Commander will be obtained prior to having an additional key made.

   (d) Keys to all doors in the building will be maintained in the office of the Watch Commander.

   (e) Keys to the Property Room will be kept secured in sealed envelopes in the office of the Field Services Watch Commander and will be used only in the event of extreme emergency. When entry is made, the procedures outlined below will be followed:
      (a) Entry will be made by no less than two (2) employees.
      (b) The Strategic Services Division Commander will be notified immediately when entry is made.
      (c) A memorandum will be forwarded to the Police Chief providing details of the entry (i.e., need to enter, who was notified, who entered, disposition of the emergency, etc.).

214.6 MAINTENANCE AND APPEARANCE OF WORK AREAS
Police Department work areas shall always be maintained in a manner that reflects the highest professional standards and that the display of personal items by employees in their work areas
shall be in accordance with the established standards. Approval of personal property items displayed in the building and determination of whether material is consistent with the decor of the building shall be made by Division Commanders. Adherence to the guidelines set forth in this policy will ensure the proper appearance of the facility at all times.

214.7 REPORTING CHANGES IN FAMILY STATUS
This information is necessary in order to provide the employee with accurate withholding tax exemption, update Department records, inform the Retirement System of a beneficiary change, and advise the Personnel Department Insurance Section of changes in dependents of beneficiaries. When a change in marital or dependent status occurs, the concerned employee shall:

(a) Complete a new "Withholding Tax Exemption From W-4" for income tax purposes, if applicable.
(b) Complete a "Personnel Status" form (PPD #8802).

214.8 REPORTING CHANGES IN CONTACT INFORMATION
Employees shall keep on file with the Administrative Services their current address and telephone number. Changes in address and telephone number shall be reported to the Administrative Services Executive Assistant within seventy-two hours. Employees shall complete the "Personal Status" form (PPD #8802) with their new address and phone number.

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

214.10 CONTACT WITH THE MAYOR OR CITY COUNCIL MEMBERS
Generally, contact regarding law enforcement activities by Department personnel with the Mayor or City Council Members shall be made at the level of Lieutenant/Administrator or above. The Lieutenant/Administrator shall provide the Chief of Police with a summary of the contact as soon as practical.
Patrol Supervisor Staffing Levels

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

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

215.2.1 SUPERVISION DEPLOYMENTS
In order to accommodate training and other unforeseen circumstances, corporals may be used as field supervisors in place of a field sergeant.
Allocation and Distribution of Personnel

216.1 PURPOSE AND SCOPE
The purpose of this regulation is to ensure the appropriate deployment of departmental personnel. This regulation applies to all departmental divisions.

216.2 REQUIREMENTS
(a) All section administrators will annually review each specialized assignment for the purpose of determining the number of positions per Division and reallocation as deemed necessary to meet staffing requirements.
   1. The review should include:
      (a) A reevaluation of the initial problems or conditions that required the implementation of the specialized assignment.
      (b) A cost-benefit analysis of the specialized assignment.
      (c) Division Commander approval.
   2. The review will help avoid over specialization and assure the continued effective operation of agency specialization.
   3. A specialized assignment is an assignment characterized by increased levels of responsibilities and specialized training, but within the same position classification.
License to Carry a Firearm

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

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

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

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

(a) Be a resident of the City of Pasadena (Penal Code § 26150; Penal Code § 26155).
(b) Be at least 21 years of age (Penal Code § 29610).
(c) Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.
(d) Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints will be required and a complete criminal background check will be conducted.
(e) Be of good moral character (Penal Code § 26150; Penal Code § 26155).
(f) Show good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155).
(g) Pay all associated application fees. These fees are set by statute and may not be refunded if the application is denied.
(h) Provide proof of ownership or registration of any firearm to be licensed.
(i) Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm (Penal Code § 26190).
(j) Complete required training (Penal Code § 26165).
217.4 APPLICATION PROCESS
The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

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

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

2. If an incomplete application package is received, the Chief of Police or authorized designee may do any of the following:
   (a) Require the applicant to complete the package before any further processing.
   (b) Advance the incomplete package to phase two for conditional processing pending completion of all mandatory conditions.
   (c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, absence of good cause).

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

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

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

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

(c) The applicant shall be required to submit to fingerprinting and a complete criminal background check by the California DOJ. A second set of fingerprints may be required for retention in department files. Two recent passport-size photos (2 inches by 2 inches) of the applicant shall be submitted for department use. No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 will be
issued a license to carry a firearm. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).

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

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

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

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

217.4.2 PHASE TWO

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

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

1. The determination of good cause should consider the totality of circumstances in each individual case.

2. Any denial for lack of good cause should be rational, articulable and not arbitrary in nature.

3. The Department will provide written notice to the applicant as to the determination of good cause (Penal Code § 26202).

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

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

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

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

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

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

217.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

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

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

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

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

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

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

217.6 ISSUED FIREARMS PERMITS

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

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

   1. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).

   2. The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

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

   1. Each license shall be numbered and clearly identify the licensee.

   2. All licenses shall be subjected to inspection by the Chief of Police or any law enforcement officer.

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

   1. A license issued to a state or federal magistrate, commissioner or judge will be valid for a period not to exceed three years.

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

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

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

217.6.1 LICENSE RESTRICTIONS

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

   1. Consuming any alcoholic beverage while armed.

   2. Falsely representing him/herself as a peace officer.

   3. Unjustified or unreasonable displaying of a firearm.

License to Carry a Firearm

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

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

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

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

(a) Add or delete authority to carry a firearm listed on the license.
(b) Change restrictions or conditions previously placed on the license.
(c) Change the address or other personal information of the licensee (Penal Code § 26210).

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

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

(a) The licensee has violated any of the restrictions or conditions placed upon the license.
(b) The licensee becomes psychologically unsuitable to carry a firearm.
(c) The licensee is determined to be within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law.
(d) The licensee engages in any conduct which involves a lack of good moral character or that might otherwise remove the good cause for the original issuance of the license.
(e) If the license is one to carry “loaded and exposed,” the license shall be revoked immediately upon a change of the licensee’s place of residence to another county (Penal Code § 26210).
License to Carry a Firearm

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

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

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

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

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

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

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

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

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

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

(a) The denial of a license

(b) The denial of an amendment to a license

(c) The issuance of a license

(d) The amendment of a license

(e) The revocation of a license

The Chief of Police shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.
217.8 CONFIDENTIAL RECORDS
The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, court commissioner or judge contained in an application shall not be considered public record (Government Code § 6254(u)(2)).

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

217.9 REFERENCE
See PPD Procedure Manual 217p
Retiree Concealed Firearms

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

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

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

(a) Separated from service in good standing from this department as an officer.
(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
(c) Has not been disqualified for reasons related to mental health.
(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
(e) Is not prohibited by federal law from receiving or possessing a firearm.

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

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

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

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
   1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement
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agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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

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

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

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

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

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

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

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

(a) A photograph of the retiree.

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

(c) The date of retirement.

(d) The name and address of this department.

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

219.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION
The Pasadena Police Department shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this department now serves under the following conditions (Penal Code § 25905):
Retiree Concealed Firearms

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

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

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

219.4.3 QUALIFIED RETIRED RESERVES

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

219.5 FORMER OFFICER RESPONSIBILITIES

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

219.5.1 RESPONSIBILITIES UNDER LEOSA

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

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

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

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

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

219.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

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

(a) Qualify annually with the authorized firearm at a course approved by this department at the retired officer’s expense.

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

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

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

219.6 DENIAL, SUSPENSION, OR REVOCATION OF A LEOSA IDENTIFICATION CARD

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

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

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

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

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

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

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

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

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

1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
2. The Watch Commander should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.

3. The personal and written notification should be as follows:
   (a) The retiree’s CCW endorsement is immediately and temporarily suspended.
   (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
   (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.

4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Watch Commander should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Watch Commander may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

219.8 FIREARM QUALIFICATIONS
The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.
Concealed Weapons Permit-Reserve Officers

220.1 PURPOSE AND SCOPE
Concealed weapons permits shall be issued only on an individual basis at the sole discretion of the Chief of Police. Guidelines have been developed for permit applicants who are Pasadena Police reserves.

220.1.1 INITIAL QUALIFICATIONS - RESERVE UNIT
(a) The following initial qualifications are required for Pasadena Police Reserve Unit members applying for a concealed weapon permit. The Pasadena Police reserve shall:
   1. Be qualified as a Level-I reserve police officer.
   2. Have completed at least 640 hours of field patrol after graduation from a California approved reserve police academy.
   3. Have at least 12 months of service after being sworn as a reserve officer in the Pasadena Police Department.
   4. Have fulfilled the field assignment requirements (Policy 350) for the preceding 12 months.
   5. Have fulfilled the firearms training requirements (Policy 313) for the preceding 12 months.
   6. Be recommended by the Reserve Unit Coordinator as a responsible member of the Reserve Unit, demonstrating good judgment, temper, and maturity.

220.1.2 PROCESS
(a) The Administrative Services Lieutenant shall be responsible for processing Reserve Officer CCW permits. The following procedure should be used to process the concealed weapon permits:
   1. Have each reserve officer complete, sign and put their right-hand thumbprint on all three sheets of form 4501.
   2. Obtain the signature of the Chief of Police on the form.
   3. Obtain a $76.00 check from the reserve officer.
   4. Mail a cover letter, the yellow copy of the form and the reserve officer's check to DOJ.
   (b) Give the white copy to the reserve officer.
   (c) Keep the pink copy on file in the Criminal Investigations Division Weapons Permit File.
220.1.3 CONTINUING REQUIREMENTS - RESERVE UNIT:
The Reserve Unit member shall comply with Pasadena Police Policy and Procedure Manual sections concerning firearms and ammunition (Policy 312), firearms training (Policy 313), and field assignment requirements for reserves (Policy 350).
Forms Management System

222.1 PURPOSE AND SCOPE
The purpose of the Forms Management System (FMS) is to prevent forms proliferation. FMS is a program to control the creation, revision, and purchasing of all forms used by the department. FMS is primarily an inventory control program and provides for forms analysis on a continuing basis. This policy provides that: (1) Every form to be created or revised shall be reviewed; (2) A sufficient inventory of forms will be maintained; and (3) Existing forms will be analyzed for elimination, consolidation, or improved format.

222.2 RESPONSIBILITIES
(a) The Records Section has primary responsibility for the ordering of forms, inventory of forms and maintaining an orderly and sufficient inventory of forms in the Forms Supply Room located in the Records Section.

(b) Exception: Supplies of forms which have an annual usage of less than 300 and which are used in only one work area will not be maintained in the Forms Supply Room. Users will replenish their own supply. Research and Development personnel are responsible for reviewing new or revised forms as well as the ongoing analysis and improvement of existing forms.

(c) All personnel are responsible for identifying problems with forms and communicating any suggestions to their supervisor, who will forward the information to the Research and Development Unit.

(d) Any procurement of forms from the City Print shop or outside vendors must be approved by the Records Administrator.

222.3 NEW OR REVISED FORMS
(a) An employee who identifies a need for a new form or proposes a revision to an existing form will complete a "Request for New or Revised Form" and submit it to the Records Administrator.

(b) Prior to the clearance of any new or revised forms, a forms analyst will: (1) determine the necessity of the form; and (2) insure that the form has a title, number, edition date, and conforms to the standards of good form design.

(c) If a form is in need of revision, Research and Development personnel will notify the appropriate personnel in the Records Section not to reorder unless cleared through the Research and Development Unit.

(d) The Chief of Police or his designee shall approve all new or revised forms.
(e) The Records Section will establish the quantity to be stocked in the Forms Supply Room and will arrange for the production of the new or revised form.

(f) The Records Section will notify the user when a supply of the new or revised form is available.

222.4 ORDERING FORMS
Forms will be ordered through the Records Section using the Department form number.
United States Flag Etiquette and Patriotic Courtesies

226.1 PURPOSE AND SCOPE
To provide guidance, consistent with those of the federal government, for employees of the Pasadena Police Department to display proper respect to the Flag of the United States of America ("Flag"). Guidelines for proper procedures are set forth herein:

(a) Rules of etiquette and respect of the Flag shall be followed by all employees of the Pasadena Police Department while on duty or in uniform.

(b) Rules of etiquette and respect of the Flag are applicable at all times, day or night, inside or outdoors, during athletic events, parades, National, State or City ceremonies, etc.

(c) These rules of etiquette apply only so far as the immediate duties of the police employee will permit and are intended to direct his/her behavior under normal conditions.

(d) Nothing in this policy is intended to suppress or interfere with the duties of a police officer wherein the officer is involved in protecting life and/or property, preserving the peace or pursuing and/or arresting violators of the law.

226.2 DISPLAY OF THE U.S. FLAG ON THE FLAG POLE
The Flag is always flown in a position of honor. In no event shall any other flag fly at a level higher than the American Flag, nor shall the Flag be flown upside down. In the event of multiple flags being flown from multiple poles, the Flag will be displayed at the higher pole or in the event all poles are of the same height, the Flag will be flown on the right (the Flags own right). The Flag will be displayed every day of the year (weather permitting) and especially on the following days:

- New Year's Day, January 1st
- Presidential Inauguration Day, January 20th (every 4th year)
- Lincoln's Birthday, February 12th
- Washington's Birthday, the third Monday in February
- Easter Sunday, no fixed date
- Mother's Day, the second Sunday in May
- Armed Forces Day, The third Saturday in May
- Memorial Day, the last Monday in May (half-staff until noon; full staff noon until sunset)
- Flag Day, June 14th
- Independence Day, July 4th
- Labor Day, the first Monday in September
United States Flag Etiquette and Patriotic Courtesies

- Citizenship Day, September 17th
- Columbus Day, the second Monday in October
- Veteran's Day, November 11th
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25th

(a) The Flag is customarily flown from sunrise to sunset. It will be the policy of this department to display the Flag from 0700 - 1700 hrs daily.

(b) In the event of more than one Flag being flown from more than one flag pole, the U.S. Flag shall be raised first and lowered last.

(c) The Flag will be raised briskly and lowered slowly. The Flag should be gathered at the bottom so as to not let the Flag touch the ground.

(d) The Flag shall be properly folded after it is lowered (see item #9).

226.2.1 FLYING STATE/LOCAL FLAGS AT HALF-MAST
The California State flag and the City of Pasadena flag may be flown at half-staff in the event of local mourning.

(a) State or Local flags may be flown at half-mast from the day of death until burial of any city employee or any national, state or local law enforcement official as directed by the City Manager.

226.3 FLYING THE FLAG AT HALF-MAST
The Flag shall be raised to the top of the staff for an instant and then lowered to half-staff. When retiring the Flag at the end of the day, the Flag shall be raised to the top of the staff, lowered, and then properly folded.

(a) The United States Flag will be flown at half-mast for the following occasions:

1. On Memorial Day (the last Monday in May): The Flag will be flown at half-mast until 1200 (Noon). At 1200 hrs, the Flag will be raised to full staff for the remainder of the day.

2. For 30 days following the death of the President or a former President;

3. For 10 days following the death of the Vice-President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives;

4. From the day of death until burial of an Associate Justice, a secretary of an executive department or a military department or a governor of a state, or a US Senator from California.

(b) When the Flag is flown from a fixed staff or when the Flag is displayed in ceremonies during times of mourning, mourning is indicated by attaching two streamer of black
crepe to the spear head, allowing the streamers to fall naturally. Crepe is used on the Flag-staff only by order of the President.

226.4 DISPLAY OF THE U.S. FLAG OTHER THAN ON AN OUTSIDE FLAG POLE

The Flag shall always be carried aloft and free and never flat or horizontal. The Flag shall always be placed in a position of honor:

• When marching in front, the Flag shall be carried alone and in front of the center of the line if there are any other flags.

• When marching in a line with other Flags, the U. S. Flag shall always be carried to the right of all flags in procession.

• Hanging in a corridor, lobby, or behind a speaker: the Flag shall hang flat against the wall, tacked down only along the top portion, leaving the bottom of the Flag to hang free. The union of the Flag (cantor/blue field with stars) shall be on the Flag's own right or to the left as an observer looks at the Flag.

• When displaying the Flag in a stand beside a speaker: The Flag shall be placed in a position of honor on the speaker’s right.

• Displaying the Flag in the body of an assembly or classroom in front of the speaker: the Flag shall be placed in front of and to the right of the assembly.

• The Flag shall only be used to cover the casket of a veteran of military service.

• When used to cover a casket, the union of the Flag shall be placed over the head and left shoulder. The Flag should not be lowered into the ground, nor shall it be allowed to touch the ground. The casket should be carried feet first.

• The Flag will be applied to all marked Pasadena Police vehicles to symbolize the struggle against world terror.

The Flag shall never be used as:

• decoration
• advertising
• bunting
• display on a ceiling
• drapery
• costume
• paper napkins
• display with emblem or letter covering or in any fashion, which would cause disrespect to the Flag of the United States of America
226.5 SALUTING THE FLAG
When the National Flag is raised or lowered as part of a ceremony, or when it passes in review, all persons present should face the Flag and stand at attention.

Employees present - in uniform

(a) Those in full uniform, wearing the official uniform hat or helmet, will render a military style hand salute.

(b) The Flag shall be saluted at the moment it passes by in a parade, in review, or during the ceremony of raising or lowering the Flag.

(c) If the National Anthem is played while the Flag is displayed, everyone present shall face the Flag and salute at the first note of the anthem, retaining this position until the last note or until directed by the officer-in-charge.

(d) Those in uniform, wearing an approved uniform baseball style cap, will render a military style hand salute.

(e) Those in uniform, not wearing any headgear, will stand at attention with the right hand over the heart.

Employees present - not in uniform

(a) A man not in uniform, if wearing a hat, shall remove his hat and place his right hand (palm inward) over his heart.

(b) A man not in uniform and not wearing head gear will place his right hand over his heart.

(c) A woman not in uniform also salutes by placing her right hand over her heart, however, women do not remove hats (if worn).

(d) When motor vehicles are present during the playing of the National Anthem, at the first note, all vehicles shall be brought to a halt. The driver and passengers will remain seated in the vehicle.

(e) Motorcycle officers will dismount and render a hand-salute.

226.5.1 HAND SALUTE
The hand salute is a one-count movement. The command is "PRESENT, ARMS." When wearing headgear with a visor (with or without glasses), on the command of execution "ARMS," raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.

Order arms from the hand salute is a one-count movement. The command is "ORDER, ARMS." On the command of execution "ARMS," return the hand sharply to the side, resuming the position of attention.
226.5.2 COLOR GUARD
The color guard will consist of the color bearer, two escorts, and a bearer of the State Flag or some other flag. The color bearer with the National Flag must be on the marching right of the other flag bearer. For this reason, the color guard cannot perform an "about face". The escorts march on each side of the two bearers.

226.5.3 CARING FOR THE FLAG
The National Flag shall be folded carefully and put away when not in use. It shall be folded twice lengthwise to form a long strip. Then, starting at the stripe end, it should be given a series of triangular folds. If the Flag is permanently attached to a flag staff, it shall be furled (wrapped around the staff). It should then becased (wrapped with a cover).

The Flag may be mended, dry cleaned or washed. When the Flag is worn and no longer fit for display, it should be destroyed in some dignified way, preferably burning.
Burial Permit Issuance

228.1 PURPOSE AND SCOPE
Pasadena Health Department, Vital Records Officer, is responsible for the review and certifications for all death certificates. All inquiries should be referred to the Pasadena Community Health Center at 1845 N Fair Oaks Avenue, Pasadena, CA (626-744-6005). Protocol for seeking certification requests for "emergency" assistance after-hours, weekends, and holidays are also processed through the Pasadena Community Health Center (626-744-6005). An automated recording will provide the caller with instructions. No processes are done via the Watch Commander.
Use of Force

300.1 PURPOSE AND SCOPE
This policy provides guidelines and direction on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner. It is the policy of the Pasadena Police Department to use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer, subject, and others. The Department recognizes the value of all human life and dignity without bias.

300.1.1 DEFINITIONS
Definitions related to this policy include:

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

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

Serious Bodily Injury - A bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss of impairment of the function of a bodily member or organ. (Government Code 12525.2(d)). Serious bodily injury should not, however, mean that one must seek or require medical treatment at a hospital (e.g., a person experiences a loss of consciousness or because the injury is such that is not immediately apparent that hospital care is necessary).

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

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

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

300.2.1 DUTY TO INTERCEDE
Any employee present and observing another employee using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An employee who observes another employee
Use of Force

use force that exceeds the degree of force permitted by law and/or policy should promptly report these observations to a supervisor.

300.3 USE OF FORCE

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

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

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

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

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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

(a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).
(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

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

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

(e) The effects of drugs or alcohol.

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

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

(h) Proximity of weapons or dangerous improvised devices.

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

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

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

(l) Training and experience of the officer.

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

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

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

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

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

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

(s) Any other exigent circumstances.

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

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

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

(c) Whether the person has been given sufficient opportunity to comply.
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The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

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

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

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:
   1. The subject is violent or physically resisting.
   2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:
   1. Females who are known to be pregnant
   2. Elderly individuals
   3. Obvious juveniles
   4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

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

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

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

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

During an officer's course and scope of duty, he/she may be required to exercise control of a violent, assaultive, or resistive individual while affecting an arrest, or to protect the public, other officers, or themselves from the risk of imminent harm. As such, law enforcement personnel must continually evaluate factors that may either require the escalation or the de-escalation of force as the situation progresses or circumstances dictate. This section does not alter an officers' legal authority to utilize force to protect themselves or others.

De-escalation techniques are actions used by officers, when safe to do so and without compromising law enforcement priorities, that seek to minimize the need to use force during an incident. Techniques may increase the likelihood of voluntary compliance or provide officers with opportunities to decrease levels of applied force when appropriate.

When determining whether de-escalation options would be effective and to what degree, the totality of the circumstances should be considered to affect the arrest, prevent escape and/or to overcome resistance (Penal Code § 835). As time and circumstances permit, officers should consider using de-escalation techniques such as, but not limited to:

- Effective communication
- Distance
- Use of a barrier or cover
- Additional personnel
- Less-lethal options (i.e. OC Pepper Spray, Taser, 40mm, Baton)
- Physical force options (i.e. control holds, carotid restraint)

When time and circumstances reasonably permit, officers should consider whether a subject's lack of compliance is a deliberate attempt to resist or an inability to comply based on factors including but not limited to:

- Medical conditions
- Mental impairment
- Developmental disability
- Physical limitation
- Language barrier

Law enforcement encounters are fluid, rapidly evolving, and ever-changing. When situations present themselves that may potentially necessitate force, officers should consider de-escalation techniques to bring the incident to conclusion.

300.4 DEADLY FORCE APPLICATIONS

It is the intent of this policy that an officer use deadly force only when necessary in defense of human life. In determining whether deadly force is necessary, officers shall evaluate each situation

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in light of the particular circumstances of each case, and shall use other available resources and techniques if reasonably safe and feasible to an objectively reasonable officer. The use of deadly force is only justified in the following circumstances (Penal Code 835a):

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

(b) An officer may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.

(c) Where feasible, the officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

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

An "imminent" threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious injury to the officer or another person. An officer's subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code 835a).

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Except in cases of articulable circumstances, Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.
300.5.1 NOTIFICATION TO SUPERVISORS
Supervisory notification shall be made as soon as practicable following the application of a use of force as defined in section 300.5.2.

300.5.2 USE OF FORCE REPORT
It is the responsibility of supervision to document uses of force whenever circumstances merit documentation or, whenever the following criteria exist:

(a) Any incident where an employee's use of force involves a firearm, baton or impact weapon, carotid control hold, dog bite, less-lethal weaponry, strikes, including but not limited to: hand, foot, elbow, or knee.

300.5.3 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Records Section policy.

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

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

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

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.
300.7 SUPERVISOR RESPONSIBILITY
When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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

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

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her Miranda rights, the following shall apply:
   1. The content of the interview should not be summarized or included in any related criminal charges.
   2. The fact that a recorded interview was conducted should be documented in a property or other report.
   3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

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

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

(f) Review and approve all related reports.

(g) Determine if there is any indication that the subject may pursue civil litigation.
   1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

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

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

300.7.1 WATCH COMMANDER RESPONSIBILITY
The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.
Use of Force

300.8 TRAINING
Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

POLICY MODIFIED: 4/18
Use of Force Review Boards

302.1 PURPOSE AND SCOPE
This policy establishes a process for the Pasadena Police Department to review the use of force by its employees.

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

302.2 POLICY
The Pasadena Police Department will objectively review and evaluate any categorical uses of force by its employees to ensure that their authority is used lawfully, appropriately, and is consistent with training and policy.

302.2.1 RESPONSIBILITIES OF THE ADMINISTRATIVE SECTION
The Administrative Services Lieutenant, or their designee, shall ultimately be responsible for the administrative use of force investigation. As part of this investigation, a use of force debrief should be conducted within 30 days of the date of the categorical use of force application. The Use of Force Training Sergeant is responsible for making the notifications to the involved employees and their supervisors, as well as ensuring a member of the Defensive Tactics Team attends as the Subject Matter Expert (SME). The date of the debrief should be noted in the Staff presentation. Personnel assigned to conduct the administrative investigation shall ensure that employees are afforded all rights as outlined in the Public Safety Officers Procedural Bill of Rights, should they be needed.

The Administrative Services shall ensure that a thorough investigation of the incident is conducted with particular emphasis on the following areas:

(a) Assurance of compliance to all department policies and procedures.
(b) Identification and management of liability exposure created by the incident in a manner consistent with the best interests of the city, department and involved personnel.
(c) Identification of risk management and training issues that are exposed from such an incident.
(d) Identification and examination of supervision and protocol.
(e) Identification and examination of tactics, equipment used by employee, and reasonableness of force.
(f) Completion of a thorough Staff presentation of the Administrative use of force. The Administrative Services Lieutenant, or his or her designee, shall be responsible for notifying the City Attorney's Office of the presentation date. By prior agreement, the City Attorney's Office will have a representative present.
302.3 REMOVAL FROM LINE DUTY ASSIGNMENT
Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an evaluation for return to work. The Chief of Police may exercise discretion and choose to place an employee in an alternate assignment for other administrative considerations.

302.4 REVIEW BOARD
The Use of Force Review Board will be convened when the use of force by a department employee results in a categorical use of force.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

They may also request the Use of Force Review Board to investigate the circumstances surrounding any non-categorical use of force incident.

The Deputy Chief or Divisional Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved employee to notify the Administrative Services of any categorical use of force. The involved employee's Division Commander, or supervisor, will ensure that all relevant reports, documents and materials are available for the administrative review.

302.4.1 COMPOSITION OF THE BOARD
The Administrative Use of Force Review Board consists of the following composition:

- Chief of Police
- Deputy Chief of Police
- Division Commanders
- Executive Administrator
- Administrative Section Lieutenant or their designee
- Training Sergeant
- Use of Force Subject Matter Expert
- City Attorney

302.4.2 RESPONSIBILITIES OF THE BOARD
The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident. Board members may request further investigation or requests supplemental reports submitted for the board's review before determining a finding. The involved employee will be notified of the review board findings.
Use of Force Review Boards

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, witness and officer statements, any legal requirements, department policies, procedures, and approved training related to facts.

The review board does not recommend discipline. If there appears to be policy violations or conduct concerns, the incident will be referred to the Professional Standards Unit for a personnel investigation. Any questioning of the involved employee conducted by Administrative Services personnel will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement, and any applicable state or federal law.

The board shall make the following recommended findings:

(a) Reasonableness of force
(b) Department policy and procedure compliance
(c) Findings, and recommendations as deemed necessary, related to incident supervision, training considerations, and training.

The Chief of Police Shall evaluate the recommendation and make a final determination as to whether the employee’s actions were within policy and procedure and whether any additional actions, investigations, or reviews are appropriate. The Review Board's final findings will be forwarded to the Administrative Services for appropriate action.

The findings by the Use of Force Review Board will be reported to the City Council's Public Safety Committee, by the Chief of Police as the law allows, during the statistical quarterly report.
Handcuffing and Restraints

306.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests. It is the policy of the Pasadena Police Department to use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer, subject and others. The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

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

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

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

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

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

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

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others (Penal Code § 3407; Penal Code § 6030).

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

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

306.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person’s hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person’s back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person’s size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

306.5 APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.
Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

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

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

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

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

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

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

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

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

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

306.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS
When applying leg restraints, the following guidelines should be followed:

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

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

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

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

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

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

306.8 REQUIRED DOCUMENTATION
If a person is restrained and released without an arrest, the officers should memorialize the details of the detention and the need for handcuffs or other restraints by the use of the BWC (Body Worn Camera). In the event that BWC is not available, the incident should document the details of the detention and the need for handcuffs or other restraints.

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

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

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

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

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

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

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

(g) Any known or suspected drug use or other medical problems.
306.9  REFERENCE
For application and transportation procedures see PPD Procedure Manual section 306p.

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

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

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

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

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

308.1 PURPOSE AND SCOPE
This policy provides guidelines and direction for the use and maintenance of control devices that are described in this policy. It is the policy of the Pasadena Police Department to use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer, subject and others. The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

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

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

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

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

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

308.4 RESPONSIBILITIES

308.4.1 WATCH COMMANDER RESPONSIBILITIES
The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

308.4.2 RANGEMASTER AND FIREARMS TRAINING TEAM RESPONSIBILITIES
The Rangemaster shall control the inventory and issuance of the Pepper Ball and Kinetic Energy Projectile Launcher. The Rangemaster and the Firearms Training Team shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.
These launchers will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented. All normal maintenance, charging or cleaning shall remain the responsibility of the Rangemaster and/or his designee(s) from the Firearms Training Team.

308.4.3 USER RESPONSIBILITIES

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to City property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.5 BATON GUIDELINES

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

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

308.6 TEAR GAS GUIDELINES

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

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

308.7 OLEORESIN CAPSICUM (OC) GUIDELINES

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

308.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.
308.7.2 PEPPER PROJECTILE SYSTEMS
Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed air launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, or spine. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

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

308.7.4 TREATMENT FOR PEPPER BALL PAVA EXPOSURE
The response to inhaling Pepper Ball projectile Pava powder varies greatly among individuals. In most cases the symptoms exist for a few minutes. The Pepper Ball launcher can deliver projectiles with enough kinetic energy to produce abrasions, bruises, and/or welts. Persons who have been exposed to the Pepper Ball Pava, either from direct impact, or indirect area saturation/exposure, should be cleansed with compressed air to remove any residual powder remaining on their clothing and/or body. Those persons who complain of further severe effects from the Pava, either from direct impact, or indirect area saturation, shall be examined by appropriate medical personnel.

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

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

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

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

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

308.9.3 SAFETY PROCEDURES

Officers will inspect the 40MM and projectiles at the beginning of each shift to ensure that the 40MM is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the 40MM will be unloaded and properly secured in the vehicle.

308.10 TRAINING FOR CONTROL DEVICES

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

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

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

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

308.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

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

308.12 REFERENCE

See PPD Procedure Manual 308p. Also see Policy 309 for guidelines governing the use of the TASER® (Conducted Electrical Weapon).
Conducted Energy Weapon (CEW)

309.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of TASER devices. The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

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

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

309.3 ISSUANCE AND CARRYING DEVICES
Only members who have successfully completed department-approved training may be issued and carry the TASER device.

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

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

Members carrying the TASER device should perform a spark test on the unit prior to every shift. When carried while in uniform officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

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

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

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

(d) Officers should not hold both a firearm and the TASER device at the same time.
309.4 APPLICATION OF THE TASER DEVICE
The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting

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

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

309.5 SPECIAL DEPLOYMENT CONSIDERATIONS
The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals who are handcuffed or otherwise restrained.

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

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

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

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

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

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

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer’s lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the
Conducted Energy Weapon (CEW)

device), or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

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

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

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

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.
(b) The person may be pregnant.
(c) The person reasonably appears to be in need of medical attention.
(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
(e) The person requests medical treatment.

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

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

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

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port
Conducted Energy Weapon (CEW)

by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

309.9 TRANSFER PROCEDURES
Members shall dock their issued CEW battery for automated upload of data files monthly, after a deployment or when directed by a supervisor to ensure the timely transfer of data. This procedure ensures the regular downloading of CEW data consistent with the manufacturer's recommendations. With monthly docking of the CEW battery, this will ensure the CEW's have updated firmware, synced time clocks, and provide the department with the ability to reconcile any discrepancies with use of force reports.

309.10 REFERENCE
See PPD Procedure Manual 309p
Officer-Involved Shootings and In-Custody Death Investigations

310.1 PURPOSE AND SCOPE

This policy is to establish protocols for the investigation of incidents in which a police officer discharges his/her firearm during the course and scope of employment, or when any use of force that creates a substantial risk of causing death or serious bodily injury, including but not limited to the discharge of a firearm (Penal Code 835). The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for all human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

The foregoing policy is general in nature and shall not preclude alternative investigative options by mutual agreement.

310.1.1 DEFINITIONS

ON-DUTY: On-duty refers to the working hours during which an officer is on salary and engaged in activities pursuing the objectives of the employing agency.

OFF-DUTY: Off-duty refers to the non-working hours during which an officer is not on salary or actively pursuing the objectives of the employing agency.

310.2 INVESTIGATION RESPONSIBILITY

This department conforms to the following OIS protocol for investigating officer-involved shootings.

310.3 TYPES OF INVESTIGATIONS

Officer-involved shootings involve two separate investigations, including:

(a) Criminal: Investigations of criminal culpability will be facilitated by the agency having jurisdiction where the incident occurred;

(b) Administrative: Investigations conducted by the involved officer’s agency to evaluate Department policy and procedures;

1. Evaluations regarding potential City liability may be conducted by the involved officer's jurisdiction, as deemed necessary.

310.4 JURISDICTION

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

310.4.1 PASADENA POLICE OFFICER WITHIN THIS JURISDICTION
The Pasadena Police Department is responsible for the completion of criminal and administrative investigations related to an officer involved shooting within their jurisdiction.

310.4.2 OUTSIDE AGENCY’S OFFICER OR DEPUTIES WITHIN THIS JURISDICTION
The criminal investigation of the officer involved shooting will be conducted by the Pasadena Police Department, or the Los Angeles County Sheriff’s, and the District Attorney's Office. The officer’s or deputy’s employing agency will be responsible for any administrative investigation. The Pasadena Police Department shall request a liaison from the involved outside agency to assist in coordinating investigative efforts.

310.4.3 PASADENA POLICE OFFICER IN ANOTHER JURISDICTION
The agency where the incident occurred has criminal jurisdiction and is responsible for the criminal investigation of the incident. That agency may relinquish its criminal investigation of the incident to another agency. The Pasadena Police Department will conduct a comprehensive and timely administrative investigation and risk management analysis.

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

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Criminal Investigation of Suspect(s)</th>
<th>Criminal Investigation of Officer(s)</th>
<th>Civil Investigation</th>
<th>Administrative Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPD Officer in This Jurisdiction</td>
<td>PPD Investigators</td>
<td>PPD Investigators, Involved Officer's Department or L.A.S.D.</td>
<td>PPD Professional Standards Unit</td>
<td>PPD Professional Standards Unit</td>
</tr>
<tr>
<td>Outside Agency’s Officer in This Jurisdiction</td>
<td>PPD Investigators</td>
<td>PPD Investigators, Involved Officer's Department or L.A.S.D.</td>
<td>PPD Professional Standards Unit</td>
<td>PPD Professional Standards Unit</td>
</tr>
<tr>
<td>PPD Officer in Another Jurisdiction</td>
<td>Agency where incident occurred</td>
<td>Decision made by agency where Standards Unit</td>
<td>PPD Professional Standards Unit</td>
<td>PPD Professional Standards Unit</td>
</tr>
</tbody>
</table>

310.5 INVESTIGATION PROCESS
The following guidelines are used in the investigation of an officer-involved shooting or death.

310.5.1 WATCH COMMANDER DUTIES
Upon learning of an officer-involved shooting, the Watch Commander shall respond to the scene and assume command as incident commander and coordinate all aspects of the incident. The Watch Commander shall notify dispatch that he/she has taken command of the incident and initiate the incident command system for crime scene management.
310.5.2 NOTIFICATIONS

(a) The following person(s) shall be coordinated by the Watch Commander:
   1. Chief of Police
   2. Criminal Investigations Division Commander
   3. District Attorney OIS rollout team
   4. Professional Standards Unit supervisor
   5. Psychological/Peer support personnel
   6. Officer representative (if requested)
   7. City Attorney

(b) All outside inquiries about the incident shall be directed to the Watch Commander until a press information officer is designated.

310.5.3 MEDIA RELATIONS

(a) A single press release shall be prepared with input and concurrence from the CID lieutenant and agency representative responsible for each phase of the investigation. This release will be available to the Watch Commander, Criminal Investigations Division Commander and Public Information Officer in the event of inquiries from the media.

(b) Moreover, no involved officer shall be subjected to contact from the media (Government Code § 3303(e)) and no involved officer shall make any comments to the press unless authorized by the Chief of Police.

(c) Generally, in most incidents, the Department will make every effort to shield the involved officer(s) from the media. However, depending on the totality of the circumstances, it may be necessary for the Department to release the names of the involved officer(s). If the names of the involved officer(s) are released to the media, it must be balanced between the best interest of the Department, the involved officer(s) and the public.

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

310.6 THE SHOOTING INCIDENT CRIMINAL INVESTIGATION

310.6.1 DETECTIVE PERSONNEL

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

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

310.6.2 CRIMINAL INVESTIGATION

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

310.6.3 WITNESS IDENTIFICATION AND INTERVIEWS

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

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

   (a) A recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

   (b) Any potential witness who is unwilling or unable to remain on scene for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Officers should attempt to identify the witness prior to his/her departure without detaining him/her for the sole purpose of obtaining identification and statements.

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

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

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

   (d) Unless circumstances prevent otherwise, investigative interviews should be conducted face-to-face. In those circumstances when a face-to-face interview is impractical or cannot be conducted in person, such circumstances shall be documented in the investigative report.
310.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of members to determine conformance with department policy and training. As part of this investigation, the Administrative Services Lieutenant and Training Sergeant may respond to all officer-involved shootings where there is injury or death. The investigation will be conducted under the supervision of the Professional Standards Unit and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy 1020).

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

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

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

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

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

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

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

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Lybarger or Garrity rights and ordered to provide full and truthful answers
to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Professional Standards Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

310.8 AUDIO AND VIDEO RECORDINGS
Any officer involved in an incident may be permitted to review available Mobile Audio Video (MAV), Body Worn Camera or any other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, Body Worn Camera or any other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, Body Worn Camera and any other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the District Attorney or City Attorney's for compliance requirements of Government Code Section 6254(f).

310.9 DEATHS RESULTING FROM OTHER USE OF FORCE
When a person dies as a result of an employee's use of force other than a firearm, the OIS protocol set forth in this policy will be followed. If there is no firearm involved, the responding supervisor will omit public safety question B of section 310.2.1(b)(2) of the procedures manual.

310.10 REFERENCE
See PPD Procedure Manual section 310p and the OIS Protocol Agreement.
Firearms

312.1 PURPOSE AND SCOPE
This policy establishes procedures for the acquisition, use, and documentation of training in the use of firearms. The Chief of Police or his or her designee shall approve all Department firearms before they are acquired and utilized by any member of this department. It is the policy of the Pasadena Police Department to use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer, subject and others. The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

312.2 AUTHORIZED WEAPONS
No firearms will be carried that have not been thoroughly inspected by the Rangemaster. Except in an emergency, or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that weapon at an authorized department range.

(a) No non-department modification shall be made to any firearm without prior written authorization from the Rangemaster and post-modification inspection.

(b) An Officer may have two handguns approved by the Rangemaster for on-duty use.

312.2.1 PRIMARY DUTY HANDGUNS
The standard departmental issued handgun for all full time Sworn Officers is the Glock G-17 in 9mm caliber.

The following previously approved and issued handguns remain approved for on-duty use:

<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>CALIBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOCK</td>
<td>G-22</td>
<td>.40 cal</td>
</tr>
<tr>
<td>GLOCK</td>
<td>G-21</td>
<td>.45ACP</td>
</tr>
</tbody>
</table>

(a) The following officer-purchased handguns in 9MM, .40 S&W, and .45 ACP are approved for on-duty use only after endorsement and inspection by the Rangemaster:

1. Various models of the Glock proprietary 'Glock Safe-Action'
2. Various makes and models of the 1911-style Semi Automatic, Single-action
3. Various models of the Sig traditional Double-Action or Double-Action only
4. Various models of the S&W traditional Double-Action or Double-Action only
5. Various models of the Beretta traditional Double-Action or Double-Action only
6. Various models of the Heckler & Koch traditional Double-Action or Double-Action only
   (b) Employees assigned to undercover assignments may carry different caliber firearms inspected and approved by the Rangemaster.
   (c) Handguns with external safeties will be carried in manner prescribed by the Rangemaster during range training.

312.2.2 AUTHORIZED OFF-DUTY WEAPONS
The carrying of handguns by sworn officers while off-duty is permitted by the Chief of Police, but may be rescinded should circumstances dictate (e.g., administrative leave).

312.2.3 AMMUNITION
Officers shall utilize only department-authorized ammunition in their on-duty, secondary, and off-duty weapons.

312.2.4 PATROL SHOTGUN
A shotgun is an authorized weapon which is owned by the Department and which is made available to properly trained and qualified officers as a supplemental resource to their duty handgun.

312.2.5 PATROL RIFLE
A patrol rifle is an authorized weapon which is owned by the Department and which is made available to properly trained and qualified officers as a supplemental resource to their duty handgun or shotgun. No personally owned rifles may be carried for patrol duty unless pre-approved in writing by the Chief of Police and the department Rangemaster.

312.2.6 PERSONALLY OWNED RIFLES
Officers are authorized to purchase and deploy a personally owned semi-automatic AR-15 style rifle in .223/5.56 caliber for duty use and training. All AR-15 platform rifles shall be black in color and possess the same operating controls as the Colt AR-15 rifle including Selector (safety), Bolt Catch, Magazine Release, and a standard 16” barrel. Officers are not authorized to deploy rifles they have built or assembled themselves.

The disposition of all personally owned rifles at the time of retirement/separation will be in accordance with current applicable state and federal laws at the time of retirement/separation.

312.2.7 SPECIAL-PURPOSE FIREARMS
Special-purpose firearms include, but are not limited to: the Colt AR-10 or variant, the short barreled Colt AR-15 or variant, the Heckler and Koch MP-5, breaching shotguns, and the Remington 700 rifle or variant. They are normally utilized by the specialized units, including, but are not limited to, the Special Weapons and Tactics Team (SWAT) and the Special Investigations Unit (SIU), for arrest and search warrant service, surveillance of armed and/or dangerous subjects, and responding to calls requiring special weapons.
Special weapons will be approved by the Chief and Rangemaster. They will be stored, carried and used in a safe manner that is in accordance with department-approved training, unit SOP and range procedures.

312.2.8 WEAPON-MOUNTED LIGHT SYSTEMS (WMLS)
A lighting system that is designed to be attached to a weapon via the use of a rail, clamp or other specifically designed attachment system.

   (a) Officers utilizing a WMLS shall also carry a functioning handheld light system.

   (b) A WMLS should not be utilized as a flashlight in most circumstances; it is a dedicated part of the weapon system. If the weapons drawn, officers must be able to articulate the reason for doing so.

   (c) Officers choosing to utilize the WMLS are responsible for all costs to include the original purchase, batteries, bulbs, and authorized holster.

312.2.9 PISTOL SIGHTING SYSTEMS
Department owned pistols have traditional fixed sights with a three dot night sight and may not be altered without approval of the department Rangemaster or Firearms Training Team (FTT) supervision. Officers may use aftermarket sighting systems, but must receive approval from the department Rangemaster or FTT supervision prior to installation. Any change in the sighting system must be properly sighted after installation prior to carry.

Reflex (Red Dot) sights are authorized for use on primary and secondary handguns. Any weapon equipped with a Reflex sight must also be equipped with a secondary traditional iron sight system. This iron sight system must be of sufficient height to see through the red dot system. Currently the Trijicon RMR (Ruggedized Miniature Reflex) sight and the Leupold DeltaPoint are the only authorized Red Dot systems for handgun use. Other sight systems may be authorized by the Chief of Police or department Rangemaster as new makes and models of high quality become available.

Any officer using a Reflex sight must purchase an appropriate holster designed to accommodate a reflex sight system with their make an model of handgun. Any modification to the weapon for the purpose of affixing a Reflex sight must be approved and authorized by the department Rangemaster or FTT supervision prior to and after application or modification.

An employee carrying a Reflex sight shall pass a qualifications course demonstrating proficiency with the weapon and sighting system.

All costs associated with the purchase and maintenance of the Reflex optic and accessories are the responsibility of the employee. Batteries should be replaced every 6 months, if so equipped.

312.3 SAFE HANDLING OF FIREARMS
The intent of this policy is to promote proper firearm safety on and off duty. Employees shall maintain the highest level of safety when handling firearms and shall consider the following:
312.3.1 SAFETY CONSIDERATIONS

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

(b) Officers shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Officers shall not dry fire or practice quick draws except under Rangemaster supervision.

(c) Officers shall not use any automatic weapon, heavy caliber rifles, gas or other types of chemical weapon (from the armory), unless they have been properly trained, except with approval of a supervisor, or barring exigent circumstances.

312.3.2 STORAGE OF FIREARMS AWAY FROM POLICE FACILITIES

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

Members shall be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 25100).

312.3.3 STORAGE IN VEHICLES

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

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

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

312.3.4 ALCOHOL AND DRUGS

Weapons shall not be carried by any officer who has consumed an amount of alcohol or taken any narcotics that would tend to adversely affect the officer’s senses or judgment.

312.4 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster and Firearms Training Team. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any officer to sign in and out with the Rangemaster may result in non-qualification.
The range shall remain operational and accessible to Department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by officers of this department to verify proper operation and recordation of model and serial number. The Rangemaster has the authority to deem any privately owned weapon unfit for service. The officer will be responsible for all repairs to his or her personal weapon and it will not be returned to service until inspected by the Rangemaster.

312.5 MAINTENANCE AND REPAIR

(a) Firearms carried on duty shall be maintained in a clean, serviceable condition. Since the use of personally owned weapons is at the option of the individual officer, that officer will be responsible for the furnishing, maintenance and repair of such weapon. If a personally owned weapon is damaged in the course of duty, the officer may submit an "equipment/property replacement request" form in compliance with policy 1046.7.2.

(b) On duty firearms shall be cleaned prior to returning to duty after those firearms have been fired for qualification or practice. Appropriate cleaning supplies shall be provided at the police range on qualification days.

(c) Breakage or malfunctions shall immediately be reported to a member of the Firearms Training Team.

(d) Repair of all city owned firearms will be made by a member of the Firearms Training Team. The responsibility for the repair of personal duty weapons is that of the officer, but any repairs to the weapon must be inspected by a member of the Firearms Training Team prior to it's return to duty use. This does not include refinishing or approved modifications to personal firearms.

(e) Only members of the Firearms Training Team will repair, modify, or otherwise work on a department-owned firearm. The only exception to this is that officers may change the handgrip on the weapon.

(f) Officers are responsible for presenting all weapons carried while on duty to a member of the Firearms Training Team for inspection annually. An Inspection record, to include type of weapon, serial number and condition, will be completed and retained by the Rangemaster.

(g) A privately owned weapon that is repaired or modified in any way other than a grip change, must be inspected and approved by a member of the Firearms Training Team before being carried as a duty weapon.

312.6 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as
Firearms

circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

312.7 FLYING WHILE ARMED
The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to personnel who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure purposes.

(b) Officers must carry their Department identification card which must contain a full-face picture, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Pasadena Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Pasadena Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message to airport personnel as authorization to travel while armed on the day of travel.

(d) An official letter signed by the Chief of Police authorizing armed travel must accompany the officer. The letter must outline the officer's need to fly armed, must detail his/her itinerary, and should include that the officer has completed the mandatory TSA training for law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check-in counter.
(g) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officers must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(h) Officers should not surrender their firearm but should try to resolve any problems through the flight captain, ground security manager or other management representative of the air carrier.

(i) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

312.8 CARRYING FIREARMS OUT OF STATE
Qualified active full-time officers and qualified retired officers (see Policy Manual § 220) of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC 926B and C):

(a) The officer shall carry his/her Department identification card whenever carrying such weapon.

(b) Qualified retired officers shall also carry certification of having met firearms qualification within the past 12 months.

(c) The officer is not the subject of any current disciplinary action.

(d) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(e) The officer will remain subject to this and all other Department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Visiting active and retired peace officers from other states are subject to all requirements set forth in 18 USC 926B and C.

312.9 REFERENCE
See policy 313 for firearms qualification standards. See Policy 701 for holster requirements and authorized modes of carry.

See procedure manual section 312p
Bimonthly Firearms Training/Range Regulations

313.1 PURPOSE AND SCOPE

It shall be the policy of the Pasadena Police Department that all sworn personnel are required to qualify in the use of those firearms authorized by this department. Officers shall not use any weapon unless they have been properly trained, except with approval of a supervisor, or barring exigent circumstances.

The training and qualification shall be in accordance with the following:

(a) All sworn personnel shall participate in the bi-monthly firearms training and qualification.

(b) Training and qualification will be with the officer’s primary duty weapon.
   1. Sworn personnel who are in a plainclothes assignment and who elect to carry a department-approved secondary weapon, which is different than the weapon that they carry while in uniform, must qualify with the secondary firearm annually.
   2. The Range Staff shall prepare a list of sworn personnel who have qualified with their on-duty firearm(s).
      (a) This list shall include the make, model, caliber and the serial number of the firearm used and the qualifying score.
      (b) A copy of the qualification list shall be maintained by the Training Unit and at the range facility.

(c) Sworn personnel who elect to carry a secondary (back-up) firearm while on-duty shall be required to qualify with that firearm annually.
   (a) This qualification will be in addition to qualifying with their normal duty firearm.
   (b) The Range Staff shall prepare a list of sworn personnel who have qualified with a back-up firearm.
      (a) This list shall include the make, model, caliber and the serial number of the firearm used and the qualifying score.
      (b) A copy of the qualification list shall be maintained by the Training Unit and at the range facility.

(d) Personnel who elect to carry an off-duty firearm other than the weapon(s) they carry while on duty will be required to qualify with that firearm annually.
   1. This qualification will be in addition to qualifying with the normal duty firearm.
   2. The Range Staff shall prepare a list of sworn personnel who have qualified with any off-duty firearm.
(a) This list shall include the make, model, caliber, and serial number of the firearms carried off duty and the qualifying score.

(b) A copy of the qualification list shall be maintained by the Training Unit and at the range facility.

(e) Personnel who elect to carry a personally owned rifle while on-duty shall be required to qualify only with that rifle during the patrol rifle qualification courses of fire. Those persons unable to shoot (or failing to qualify) on their scheduled qualification day shall contact the Range Master for rescheduling of the shoot or for remediation training.

(f) Bimonthly firearms range training will be scheduled as near as possible to the first complete Monday through Friday of each range month. Relays will be scheduled as required, depending on other training needs. Officers will qualify in low-light conditions at least once per year.

(a) Those persons unable to shoot (or failing to qualify) on their scheduled qualification day shall contact their supervisor for rescheduling of the shoot or for remediation training.

(g) Personnel using the range shall abide by the instructions, rules and regulations relative to the range operation as outlined in this section.

(h) The Rangemaster shall furnish to the Training Unit the scheduled training outline for the month.

313.2 FIREARMS QUALIFICATION

Officers, including Reserve Officers, must demonstrate proficiency with all firearms they are authorized to carry, or are normally equipped with, during the course of their duties. Safety, correct techniques and accuracy are the goals of firearms training. Courses to emphasize both night and day shooting will be established and may include the use of special weapons and equipment.

(a) Firearms Training Requirements

1. All officers will attend a block of training which will include shooting for proficiency with their authorized service weapons during scheduled firearms range training.

(b) Range Courses - Firearms proficiency courses are formulated by Range Staff and the Training Unit for all authorized department weapons, and gas delivery systems.

(c) Failure to Qualify

1. Sworn personnel failing to meet proficiency standards on any course of fire during a scheduled range training shoot will be required to attempt to qualify on the course of fire a second time. The second attempt will be made on the same scheduled shooting day immediately following the first attempt.

2. Sworn employees who fail to qualify on the second attempt must undergo remedial training. Repeated subsequent failures to qualify may subject an employee to disciplinary action, up to and including dismissal.
3. Range Staff personnel will notify the Training Sergeant as soon as possible when the employee has failed to qualify. This notification will be followed by a memorandum to the Administrative Services Lieutenant. The Administrative Services Lieutenant is responsible for notifying the employee's Division Commander that the employee has failed to qualify.

4. The employee's Section Administrator will assign the employee to an administrative position pending qualification.

5. The employee will be scheduled to receive individual instruction from a member of the Range Staff on city time. This training will be conducted as soon as possible following the failure to meet the required proficiency standards.

6. Overtime work in a police capacity will be prohibited until the sworn employee has met the required proficiency standards for the shooting course.

(d) Sworn personnel who fail to shoot at the scheduled range training will comply with the following:

1. Notify their section administrator.

2. Personnel who are excused from scheduled range training while on light duty or approved leave must demonstrate the required proficiency standards on a shooting course prescribed by the Training Unit prior to returning to full duty if the employee has missed two or more consecutively scheduled range qualification courses.

(e) Range Documentation - The Training Unit will maintain the range qualification records for primary service weapons as well as secondary weapons and will notify each Division Commander when officers have not qualified or have failed to report to the range for scheduled qualification or remedial training.

313.3 DISTINGUISHED EXPERT RECOGNITION

(a) Based upon the scores achieved using their primary duty weapon at the firearms range training held in October, a department approved "Distinguished Expert" medal may be worn by uniform personnel who qualify with a score of 280-300 on an approved department qualification course.

(b) Uniform personnel may wear the medal for a one year period until the following October when they must again attain a score of 280-300 on an approved department qualification course.

(c) The Training Unit will publish a list each October indicating those officers eligible to wear the "Distinguished Expert" medal.
313.4 ABSENCE AND REPORTING

(a) The Police Chief or appropriate Division Commander may excuse for cause any person who is unable to participate in a bimonthly firearms training session.

(b) Firearm training sessions may be excused where an authorized leave of absence occurs during the period scheduled for qualifications and training.

(c) The Training Unit will furnish the Police Chief with a bimonthly report reflecting the names of individuals not complying with the requirements set forth in this policy together with the amount of ammunition expended.

313.5 DISCIPLINE

Personnel failing to meet their range obligations shall be subject to the following forms of disciplinary action:

(a) First Offense - Adverse Comment (documented)

(b) Second Offense - Written Warning

(c) Any Subsequent Offense - One day suspension without pay.

(d) The Training Unit will be charged with the responsibility of tracking missed range assignments for each employee. In the event that three years have passed since an offense pursuant to this policy, the next such offense shall be a "first offense."

313.6 POLICE RANGE REGULATIONS

In order to protect the safety of persons in and about the Police Range facility, this department has established guidelines for regulating activities at the range. See PPD Procedure Manual section 313p.

313.7 DUTY STATUS

All personnel required to report to the Police Range facility for qualification and/or training shall be considered on duty upon arrival, and subject to department policies and procedures. See PPD Procedure Manual section 313p.

313.8 RANGE FACILITY USAGE

(a) No shooting will be allowed on weekends unless authorized by the Chief of Police.

(b) Smoking or other tobacco use is not permitted on the range property.

(c) Pasadena police personnel will utilize the facility for qualification a minimum of six times per year, usually the first week of February, April, June, August, October, and December.
(d) Outside agencies are eligible to reserve the range for those times it is not being utilized by Pasadena personnel. All such usage must be scheduled through the Range Master and conform to the above restrictions.

(e) Use of the range for practice, testing, and/or training requires the presence of a member of the Range Staff. The only exception to this are those approved outside agencies that use the range for training purposes and have their own Range Master or firearms instructors that supervise their range training.

(f) Any usage, other than those specified above, is unauthorized.

313.9 REFERENCE
For range procedures and regulations see PPD Procedure Manual section 313p.
Vehicle Pursuits

314.1 PURPOSE AND SCOPE
Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to reduce the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officer's conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

314.1.1 VEHICLE PURSUIT DEFINED
A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

314.2 OFFICER RESPONSIBILITIES
It shall be the policy of this department that a vehicle pursuit shall be conducted only with red light and siren as required by Vehicle Code § 21055 for exemption from compliance with the rules of the road. Having complied with these conditions, the benefits of the privilege is denied if the officer driving the vehicle fails to show due regard for the safety of all persons using the highway or arbitrarily exercises his/her privilege. The following policy is established to provide officers with guidelines for driving with due regard and caution for the safety of all persons using the highway as required by Vehicle Code § 21056.
314.2.1 WHEN TO INITIATE A PURSUIT
Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

(a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) Apparent nature of the fleeing suspects (e.g., whether the suspects represent a serious threat to public safety).

(d) The identity of the suspects has been verified and there is comparatively minimal risk in allowing the suspects to be apprehended at a later time.

(e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.

(f) Pursuing officers familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.

(h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) Availability of other resources such as helicopter assistance.

(l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner in the police vehicle.

314.2.2 WHEN TO CANCEL A PURSUIT
Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect’s escape.
Vehicle Pursuits

The factors listed in When to Initiate a Pursuit of this policy are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term “cancel” shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed in When to Initiate a Pursuit of this policy, the following factors should also be considered in deciding whether to cancel a pursuit:

(a) Distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.

(b) Pursued vehicle’s location is no longer definitely known.

(c) Officer’s pursuit vehicle sustains any type of damage that renders it unsafe to drive.

(d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.

(e) There are hazards to uninvolved bystanders or motorists.

(f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

(g) Pursuit is canceled by a supervisor.

314.2.3 SPEED LIMITS
The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

314.3 PURSUIT UNITS
Pursuit units should be limited to three vehicles (two units and a supervisor); however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of
Vehicle Pursuits

Officers involved would be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

314.3.1 MOTORCYCLE OFFICERS
A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

314.3.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT
Vehicles not equipped with red light and siren are generally prohibited from initiating or joining in any pursuit. Officers in such vehicles, however, may become involved in emergency activities involving serious crimes or life threatening situations. Those officers should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by Vehicle Code § 21055 do not apply to officers using vehicles without emergency equipment.

314.3.3 PRIMARY UNIT RESPONSIBILITIES
The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator’s vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify Communications Section that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

(a) Reason for the pursuit.
(b) Location and direction of travel.
(c) Speed of the fleeing vehicle.
(d) Description of the fleeing vehicle and license number, if known.
(e) Number of known occupants.
(f) The identity or description of the known occupants.
(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.
Vehicle Pursuits

314.3.4 SECONDARY UNITS RESPONSIBILITIES
The second officer in the pursuit is responsible for the following:

(a) The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit.

(b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.

(c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

314.3.5 PURSUIT DRIVING TACTICS
The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:
   1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
   2. Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) As a general rule, officers should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:
   1. Requesting assistance from an air unit.
   2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
   3. Requesting other units to observe exits available to the suspects.

(d) Notifying the California Highway Patrol (CHP) and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

314.3.6 PURSUIT TRAILING
In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the
termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

314.4 SUPERVISORY CONTROL AND RESPONSIBILITY
It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

(a) Upon becoming aware of a pursuit, immediately ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be canceled if, in his/her judgment, it is unreasonable to continue the pursuit under the guidelines of this policy.

(f) Ensuring that aircraft are requested if available.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.

(i) Controlling and managing PPD units when a pursuit enters another jurisdiction.

(j) Preparing post-pursuit critique and analysis of the pursuit for training purposes.

314.4.1 WATCH COMMANDER RESPONSIBILITY
Upon becoming aware that a pursuit has been initiated, the Watch Commander shall acknowledge the pursuit via the radio. The Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and disposition of a vehicle pursuit and shall be in overall command.
The Watch Commander shall review all pertinent reports for content and forward to the Division Commander.

314.5 COMMUNICATIONS
If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

314.5.1 LOSS OF PURSUED VEHICLE
When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

314.6 INTER-JURISDICTIONAL CONSIDERATIONS
When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

314.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY
Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Pasadena Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this department, the CHP should relinquish control.

314.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in
pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

(a) Ability to maintain the pursuit
(b) Circumstances serious enough to continue the pursuit
(c) Adequate staffing to continue the pursuit
(d) The public’s safety within this jurisdiction
(e) Safety of the pursuing officers

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency’s pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

314.7 PURSUIT INTERVENTION
Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures. In this context, ramming shall be construed to mean maneuvering the police unit into contact with the pursued vehicle to mechanically disable or forcibly position it such that further flight is not possible or practicable.

314.7.1 WHEN USE IS AUTHORIZED
Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.
314.7.2 DEFINITIONS

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a violator’s vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Pursuit Intervention Technique (PIT)** - A low-speed maneuver designed to cause the suspect vehicle to spin out and cancel the pursuit.

**Ramming** - The deliberate act of impacting a violator’s vehicle with another vehicle to functionally damage or otherwise force the violator’s vehicle to stop.

**Roadblocks** - A tactic designed to stop a violator’s vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator’s vehicle.

**Spikes or tack strips** - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

314.7.3 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers shall not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

314.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by officers who have received training in such tactics after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
2. All other reasonable intervention techniques have failed or reasonably appear ineffective.

3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.

4. The target vehicle is stopped or traveling at a low speed.

5. At no time should civilian vehicles be used to deploy this technique.

(b) Only those officers trained in the use of the Pursuit Intervention Technique (PIT) will be authorized to use this procedure and only then with approval of a supervisor upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:

1. The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.

2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.

3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

(d) As with all intervention techniques, pursuing officers should obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.

(e) The use of spike strips should be approved in advance by a supervisor and deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. If the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children, officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be
deployed without prior approval of a supervisor and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public.

314.7.5 CAPTURE OF SUSPECTS
Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

314.8 REPORTING REQUIREMENTS
The following reports should be completed upon conclusion of all pursuits:

(a) The primary officer shall complete appropriate crime/arrest reports.

(b) The Watch Commander shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1). The primary officer should complete as much of the required information on the form as is known and forward the report to the Watch Commander for review and distribution.

(c) After first obtaining the available information, a field supervisor shall promptly complete a Blue Team entry, briefly summarizing the pursuit, and submit it to his/her Lieutenant. This entry should minimally contain the following information:

1. Date and time of pursuit
2. Length of pursuit
3. Involved units and officers
4. Initial reason for pursuit
5. Starting and termination points
6. Disposition (arrest, citation), including arrestee information if applicable
7. Injuries and/or property damage
8. Medical treatment
9. Name of supervisor at scene
10. A preliminary determination whether the pursuit appears to be in compliance with this policy and whether additional review or follow-up is warranted.

314.8.1 REGULAR AND PERIODIC PURSUIT TRAINING
In addition to initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, all sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others (Vehicle Code § 17004.7(d)).

314.8.2 POLICY REVIEW
Each sworn member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member’s training file.

314.9 APPLICATION OF VEHICLE PURSUIT POLICY
This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

314.10 REFERENCE
See PPD Procedure Manual 314p. Also, see PPD Policy Manual section 316 - Code 3 Responses.
Code Three Responses

316.1 PURPOSE AND SCOPE
This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

(a) It is the policy of the department to authorize the operation of a police vehicle under Code-3 conditions:

1. When in direct pursuit of a suspected law violator
2. When an accelerated response is justified by the potential for preservation of life
3. When an officer is in need of emergency assistance.
4. When the accelerated response, or the totality of the circumstances so warrant, the officer shall broadcast he or she is responding Code 3.

316.2 RESPONSE TO CALLS
Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

316.3 REQUESTING EMERGENCY ASSISTANCE
Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Communications Section.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required
316.3.1 NUMBER OF UNITS ASSIGNED
Normally, only one unit should respond to an emergency call Code-3 unless the Watch Commander or the field supervisor authorizes an additional unit(s).

316.4 INITIATING CODE 3 RESPONSE
If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Communications Section. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, Communications Section shall be notified and the Watch Commander or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

316.5 RESPONSIBILITIES OF RESPONDING OFFICER(S)
(a) Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

(b) The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Communications Section. An officer shall also discontinue the Code-3 response when directed by a supervisor.

(c) Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

(d) Officers shall immediately discontinue Code-3 operation when notified by a supervisor whether directly, or through dispatch.

316.6 COMMUNICATIONS RESPONSIBILITIES
A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Watch Commander or a field supervisor prior to assigning units Code-3. The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance

(b) Immediately notify the Watch Commander

(c) Confirm the location from which the unit is responding

(d) Notify and coordinate allied emergency services (e.g., fire and ambulance)

(e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
Code Three Responses

(f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor

(g) Officers should only be directed to respond Code 3 for medical emergencies when the response is likely to be shorter than paramedic personnel, and the emergency is life threatening.

(h) If a dispatcher determines that Pasadena Fire Department is on scene during a medical emergency incident, then dispatcher will cancel the police Code 3 response.

316.7 SUPERVISORY RESPONSIBILITIES

(a) Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:
   1. The proper response has been initiated
   2. No more than those units reasonably necessary under the circumstances are involved in the response
   3. Affected outside jurisdictions are being notified as practical

(b) The field supervisor shall monitor the response until it has been stabilized or canceled and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

(c) It is the supervisor's responsibility to cancel a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

(d) When making the decision to authorize a Code-3 response, the Watch Commander or the field supervisor should consider the following:
   1. The type of call
   2. The necessity of a timely response
   3. Traffic and roadway conditions
   4. The location of the responding units
   5. Supervisors may authorize police units to respond Code 3 or direct them to abort their Code 3 response based on the circumstances of each incident. Added risk to the officers and to the public by the Code 3 response should constantly be weighed against the advantages of faster response. A Patrol Supervisor, or if one is available the Watch Commander, shall acknowledge and monitor Code 3 responses.
316.8 FAILURE OF EMERGENCY EQUIPMENT
If the emergency equipment on the vehicle should fail to operate, the officer must cancel the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or Communications Section of the equipment failure so that another unit may be assigned to the emergency response.

316.9 REFERENCE
See also PPD Policy Manual Section 314 for additional vehicle operation requirements.
Canines

318.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of canines to augment police services in the community, including but not limited to locating individuals, contraband, explosives and apprehending criminal offenders. The use of physical force is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The Department recognizes the value of all human life and dignity without bias.

318.1.1 PROHIBITED USE
Pasadena Police Service Dogs should not be used for the following:

(a) To search for other animals.
(b) To apprehend any person under the influence of alcohol or drugs when no other crime is involved.
(c) To apprehend any mentally disturbed person when a crime is not involved.
(d) To perform "Stud" service for any reason or any type of application that would yield a personal or financial reward.
(e) To apprehend any person known to be a juvenile, except when the juvenile poses a threat of great bodily harm to the officers or the public.
(f) To search for missing persons.
(g) Crowd Control

318.2 POLICY
It is the policy of the Pasadena Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

318.3 ASSIGNMENT
Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Watch Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Watch Commander.
318.4 CANINE SERGEANT
The canine sergeant shall be appointed by and directly responsible to the Patrol Division or the authorized designee.

The responsibilities of the sergeant include but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
(b) Maintaining a liaison with the vendor kennel.
(c) Maintaining a liaison with command staff and functional supervisors.
(d) Maintaining a liaison with other agency canine coordinators.
(e) Maintaining accurate records to document canine activities.
(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
(g) Scheduling all canine-related activities.
(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

318.5 REQUESTS FOR CANINE TEAMS
Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Canine Lieutenant or Canine Sergeant.

318.5.1 OUTSIDE AGENCY REQUEST
All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.
(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
(c) Calling out off-duty canine teams is discouraged.
(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

318.5.2 PUBLIC DEMONSTRATIONS
All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine sergeant prior to making any resource commitment. The canine sergeant is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety
protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine sergeant.

318.6 APPREHENSION GUIDELINES
A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

(d) The individual(s) are suspected of a felony crime and are attempting to flee the scene or are suspected of concealing themselves so as to elude capture.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine. Such decision rest with the canine handlers after conversing with a supervisor.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

318.6.1 PREPARATION FOR DEPLOYMENT
Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.
(b) Whether violence or weapons were used or are anticipated.
(c) The degree of resistance or threatened resistance, if any, the suspect has shown.
(d) The suspect’s known or perceived age.
(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
(f) Any potential danger to the public and/or other officers at the scene if the canine is released.
(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

318.6.2 WARNINGS AND ANNOUNCEMENTS
A clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

The factors to consider when not to give a warning should be based on the urgency for a canine deployment and any serious compromise to officer safety imposed by providing a warning. If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine.

In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

318.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES
Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.
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Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine sergeant. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual’s injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements. However, the canine shall be made available for examination at any reasonable time if requested by the local health department. The canine handler shall also notify the local health department if the canine exhibits any abnormal behavior after a bite (Health and Safety Code § 121685).

318.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine’s suitability for such assignments based on the conditions and particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

318.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

318.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.
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(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

318.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

318.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).

(c) A garage or backyard driveway that can be secured and can accommodate a canine vehicle.

(d) Living within 40 minutes travel time from the Pasadena City limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

318.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:
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(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage or locked backyard driveway away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Pasadena Police Department facility.

(e) Handlers shall permit the canine sergeant to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine sergeant as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler’s home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler’s family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine sergeant or Watch Commander.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine sergeant or Watch Commander.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine sergeant so that appropriate arrangements can be made.

318.9.1 CANINE IN PUBLIC AREAS
The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

318.9.2 POLICE SERVICE DOG SELECTION
The breeds of dogs successfully used in our Canine Unit are those selected for their temperament and their ability to function. Due to the demanding nature of the work performed by these dogs,
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careful selection is a necessity. Dogs must be selected because of their special characteristics and must meet the specifications before they can be used in law enforcement work. The selection process is made by members of the Canine Unit with final approval by the Patrol Division Commander.

Potential dogs for the program shall be examined by a department approved veterinarian for good health prior to purchase.

When a dog is determined to be suitable for the needs of the department for a Police Service Dog, a contract between department and seller guaranteeing the dog's health, and successful completion of training established by this department will be sought.

318.9.3 KENNELING

(a) Station

1. Police Service Dog should be secured in the Police Service Dog vehicle, or under the direct control of its Handler while at the police facility.

2. In the event that the police facility has an "in-house" kennel, the Police Service Dog may be kenneled there while at the police facility.

(b) Home

1. Handlers must have the approval of all adult persons in their residence in order to house a Police Service Dog in their environments.

2. Residents must be aware that the Police Service Dog is not a pet, but a trained working dog belonging to the City and assigned to the Handler.

3. Handlers must agree to allow representatives of the Department on their property for the purpose of inspecting areas where the dog is kenneled.

4. Police Service Dogs shall be kept at the homes of their Handlers in kennels or quarters, which have been approved.

5. The Department shall pay for the cost of building the kennel at the Handlers home. It will be kept clean and in a sanitary condition at all times. The supervisor shall approve the cost and description of the kennel prior to it being built. This cost will be incurred no more than twice during a 4-year period in the event that the Handler changes residence, at which time; the Handler will incur the cost.

6. Dogs will be securely kenneled and placed in a secure area. If not kenneled or in a secure area the dog must be under the direct control of their handlers at all times while off-duty. The Police Service Dog must not be allowed to roam at will.

7. Handlers are not to involve themselves in any off-duty activities with the Police Service Dog without prior approval.

8. The Handler and their family must realize that the dog placed in their care is a 24-hour responsibility.
9. A Pasadena city dog license shall be purchased by the department and should be attached to the dog's collar while at the handler's residence. In the event that the city in which the Handler resides requires another city license, that requirement will be adhered to as well, at the department's expense.

10. Vacation kenneling will be at an approved facility and paid for by the department.

11. Equipment
   (a) Each Police Dog Team will be required to have the following equipment, furnished by the department:
   1. Six foot leather or nylon lead or leash.
   2. Leather collar, choke collar and muzzle.
   3. Fifteen foot tracking line.
   4. Tracking harness.
   5. Protective Sleeve.
   7. Water and food bowl.
   8. Portable radio with home charger.
   9. Cell phone

318.10 CANINE INJURY AND MEDICAL CARE
In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine sergeant, and canine lieutenant or Watch Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in canine file by the canine sergeant.

318.11 TRAINING
Before assignment in the field, each canine team shall be trained and certified to meet current POST guidelines or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified by the California Narcotic Canine Association (CNCA) or other recognized and approved certification standards established for their particular skills.

The canine sergeant shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine sergeant should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.
All canine training shall be conducted while on-duty unless otherwise approved by the canine sergeant, canine lieutenant or Watch Commander.

### 318.11.1 CONTINUED TRAINING
Each canine team shall thereafter be recertified to a current POST, NORT, or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Pasadena Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine sergeant.

(c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department or the canine sergeant.

### 318.11.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING
Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

### 318.11.3 TRAINING RECORDS
All canine training records shall be maintained in the canine handler's and the canine's training file by the canine sergeant. All records will be forwarded to the training unit for entry into the Training Management System.

### 318.11.4 TRAINING AIDS
Training aids are required to effectively train and maintain the skills of canines. Canine handlers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Pasadena Police Department may work with outside trainers with the applicable licenses or permits.

### 318.11.5 CONTROLLED SUBSTANCE TRAINING AIDS
Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (Health & Safety Code § 11367.5; 21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Pasadena Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.
As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA). These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

318.11.6 CONTROLLED SUBSTANCE PROCEDURES
Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine’s accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine sergeant with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine sergeant shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section for destruction or disposition.

(h) All controlled substance training samples shall be returned to the canine sergeant upon the conclusion of the training and placed in evidence for destruction.

318.11.7 EXPLOSIVE TRAINING AIDS
Officers may possess, transport, store, or use explosives or destructive devices in compliance with state and federal laws (Penal Code § 18800; 18 USC § 842; 27 CFR 555.41).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
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(c) The canine sergeant shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine sergeant, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
Disabled Motorists

319.1 PURPOSE AND SCOPE
Pursuant to the California Vehicle Code, it shall be the policy of the Pasadena Police Department to provide assistance to disabled motorists on the roadways within its jurisdiction.

319.1.1 REQUIREMENTS
(a) Employees of the Pasadena Police Department shall render aid to disabled motorists. Communications shall be notified of assistance to disabled motorists so that a record of such assistance can be maintained under the classification of "Motorist Assist."

1. This will enable the department to request reimbursement from the State under the State's "Motorist Assistance Cost Reimbursement Program."
2. The Fiscal Administration Unit shall be responsible for assuring that the State is billed for such reimbursement costs.

(b) The employee shall render such assistance as is reasonably necessary in order to remove the disabled vehicle from the roadway and insure the safety of the citizen. Assistance can include, but is not limited to:

1. Pushing the disabled vehicle with a push bar equipped patrol vehicle to the nearest available parking space.
2. Calling a tow truck for the motorist at his/her expense.
3. Under no circumstances shall the employee attempt to push the disabled vehicle out of the roadway by hand.
4. The employee shall remain at the scene and provide traffic control until the disabled vehicle no longer poses a hazard.

(c) After the vehicle has been moved, the employee shall offer to call for transportation to assist the stranded motorist or shall offer to give the motorist a ride to a safe location.

1. The primary concern is for the safety of the stranded motorist.
2. The employee shall not leave the location until satisfied that the citizen is safe and no hazards exist.
3. If the motorist refuses such assistance, the employee shall note that fact over the radio when they clear the call.
Domestic Violence

320.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

320.1.1 DEFINITIONS
Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

320.2 POLICY
The Pasadena Police Department’s response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims’ and offenders’ access to appropriate civil remedies and community resources whenever feasible.

320.3 OFFICER SAFETY
The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

320.4 INVESTIGATIONS
The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
Domestic Violence

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Criminal Investigations Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.
320.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:
   (a) Advise the victim that there is no guarantee the suspect will remain in custody.
   (b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.
   (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.
   (d) Provide resource referrals/information to the victim.

320.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:
   (a) Advise the parties of any options, including but not limited to:
       1. Voluntary separation of the parties.
       2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
   (b) Document the resolution in a report.

320.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should:
   (a) Recognize that a victim’s behavior and actions may be affected.
   (b) Provide the victim with the department’s domestic violence information handout, even if the incident may not rise to the level of a crime.
   (c) Alert the victim to any available victim advocates, shelters and community resources.
   (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
   (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
   (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
   (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
   (h) Seek or assist the victim in obtaining an emergency order if appropriate.

Make the required cross-reporting to DCFS when appropriate, if children were exposed to or witnessed the incident. An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).
320.6 DISPATCH ASSISTANCE
All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

320.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

320.8 VERIFICATION OF COURT ORDERS
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
   1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

(b) Check available records or databases that may show the status or conditions of the order.
   1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.
Domestic Violence

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

320.9 LEGAL MANDATES AND RELEVANT LAWS
California law provides for the following:

320.9.1 STANDARDS FOR ARRESTS
Officers investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).

(b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).

(c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender’s child)
3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
4. Penal Code § 646.9 (stalking)
5. Other serious or violent felonies specified in Penal Code § 1270.1

(d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:
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1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.
4. Whether either person acted in self-defense.

(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer’s presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

320.9.2 COURT ORDERS

(a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person’s parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).

(b) At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

(c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

320.9.3 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

320.9.4 REPORTS AND RECORDS

(a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information
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and notations specific to domestic violence incidents as required by Penal Code § 13730.

(b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

(c) Officers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)(2)).

320.9.5 RECORD-KEEPING AND DATA COLLECTION
This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Administrator to maintain and report this information as required.

320.9.6 DECLARATION IN SUPPORT OF BAIL INCREASE
Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee’s appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).
Search and Seizure

322.1 PURPOSE AND SCOPE
Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Pasadena Police Department personnel to consider when dealing with search and seizure issues.

322.2 POLICY
It is the policy of the Pasadena Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

322.3 SEARCHES
The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.
322.4 SEARCH PROTOCOL
Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.

2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

322.5 DOCUMENTATION
Officers are responsible for documenting any search that results in an arrest or seizure of property. Documentation of a search shall include the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.
Search and Seizure

Any search that does not result in an arrest should be memorialized by the use of a BWC (Body Worn Camera). In the event that a BWC is not available, the above documentation requirements should be followed.
Temporary Custody of Juveniles

324.1 PURPOSE AND SCOPE
This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Pasadena Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

324.1.1 DEFINITIONS
Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

**Juvenile offender** - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

**Safety checks** - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
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(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

324.2 POLICY
The Pasadena Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Pasadena Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

324.3 JUVENILES WHO SHOULD NOT BE HELD
Juveniles who exhibit any of the following conditions should not be held at the Pasadena Police Department:

(a) Unconscious
(b) Seriously injured
(c) A known suicide risk or obviously severely emotionally disturbed
(d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).
(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Pasadena Police Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).
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If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

324.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY
When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

324.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY
Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

324.4 CUSTODY OF JUVENILES
Officers should take custody of a juvenile and temporarily hold the juvenile at the Pasadena Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Pasadena Police Department without authorization of the arresting officer’s supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Pasadena Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d)).

324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Pasadena Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination.

324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to
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the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

324.4.3 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Pasadena Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

(a) Released upon warning or citation.
(b) Released to a parent or other responsible adult after processing at the Department.
(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
(d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative that least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

324.5 ADVISEMENTS
Officers shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the Miranda rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).
Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

324.6 JUVENILE CUSTODY LOGS
Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.
(b) Date and time of arrival and release from the Pasadena Police Department (15 CCR 1150).
(c) Watch Commander notification and approval to temporarily hold the juvenile.
(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.
(e) Any changes in status (e.g., emergency situations, unusual incidents).
(f) Time of all safety checks.
(g) Any medical and other screening requested and completed (15 CCR 1142).
(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).
(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

324.7 NO-CONTACT REQUIREMENTS
Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Pasadena Police
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Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

324.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Pasadena Police Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Pasadena Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Pasadena Police Department more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

   1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

   2. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

(j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

(k) Blankets shall be provided as reasonably necessary (15 CCR 1143).

   1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
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(n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

324.9 USE OF RESTRAINT DEVICES
Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Pasadena Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile’s protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

324.10 PERSONAL PROPERTY
The officer taking custody of a juvenile offender or status offender at the Pasadena Police Department shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Pasadena Police Department.

324.11 SECURE CUSTODY
Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

(a) Age, maturity, and delinquent history
(b) Severity of offense for which the juvenile was taken into custody
(c) The juvenile offender’s behavior
(d) Availability of staff to provide adequate supervision or protection of the juvenile offender
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(e) Age, type, and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile’s safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

324.11.1 LOCKED ENCLOSURES
A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.
2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.
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324.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE
The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Pasadena Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police, and Criminal Investigations Division Supervisor.
(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.
(c) Notification of the appropriate prosecutor.
(d) Notification of the City attorney.
(e) Notification to the coroner.
(f) Notification of the juvenile court.
(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).
(h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.
(i) Evidence preservation.

324.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS
No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of Miranda rights, an officer shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

(a) Information is necessary to protect life or property from an imminent threat.
(b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

324.13.1 MANDATORY RECORDINGS OF JUVENILES
Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility, or other fixed place of detention. The recording shall include the entire interview and a Miranda advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.
(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated, or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

324.14 FORMAL BOOKING
No juvenile offender shall be formally booked without the authorization of the arresting officer's supervisor, or in his/her absence, the Watch Commander.

Any juvenile 14 years of age or older who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted or photographed upon the approval from the Watch Commander or Criminal Investigations Division supervisor, giving due consideration to the following:

(a) The gravity of the offense
(b) The past record of the offender
(c) The age of the offender

324.15 RELEASE OF INFORMATION CONCERNING JUVENILES
Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.
A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Pasadena Police Department Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Administrator and the appropriate Criminal Investigations Division supervisors to ensure that personnel of those sections act within legal guidelines.

324.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION
The Jail Administrator shall coordinate the procedures related to the custody of juveniles held at the Pasadena Police Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

324.17 RELIGIOUS ACCOMMODATION
Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).
Adult Abuse

326.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Pasadena Police Department members as required by law.

326.1.1 DEFINITIONS
Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult’s care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.07; Penal Code § 368.5).

326.2 POLICY
The Pasadena Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

326.3 INVESTIGATIONS AND REPORTING
All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
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(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

(j) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).

(k) Whether a death involved the End of Life Option Act:
   1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
   2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person’s life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17)
   3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17)
   4. Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

326.4 DETECTIVES
Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).

326.5 MANDATORY NOTIFICATION
Members of the Pasadena Police Department shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have
observed, or have knowledge of an incident that reasonably appears to be abuse of an elder (age 65 or older) or dependent adult, or are told by an elder or dependent adult that he/she has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone as soon as practicable and a written report shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c)).

A dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

(a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center) notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):

1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.

4. When a report of abuse is received by the Department, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).

(b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).

(c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.

(d) The SDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.

(e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.

(f) The Bureau of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.
(g) The District Attorney’s office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.

(h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).

1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).

(i) If during an investigation it is determined that the adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

(j) When the Department receives a report of abuse, neglect or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Criminal Investigations Division supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney’s Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

326.5.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

(a) The name of the person making the report.

(b) The name and age of the elder or dependent adult.

(c) The present location of the elder or dependent adult.

(d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.

(e) The nature and extent of the condition of the elder or dependent adult.

(f) The date of incident.

(g) Any other information, including information that led the person to suspect elder or dependent adult abuse.
326.6 PROTECTIVE CUSTODY
Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

326.6.1 EMERGENCY PROTECTIVE ORDERS
In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

326.7 INTERVIEWS
326.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should video record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim. For complex cases necessitating specialized adult abuse investigation skills contact the Crimes Against Persons unit supervisor.

326.7.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
1. A reasonable belief that medical issues of the adult need to be addressed immediately.

2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.

3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

326.8 MEDICAL EXAMINATIONS
When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult’s transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

326.9 DRUG-ENDANGERED VICTIMS
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

326.9.1 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.

(b) Notify the Criminal Investigations Division supervisor so an interagency response can begin.

326.9.2 SUPERVISOR RESPONSIBILITIES
The Criminal Investigations Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigations Division supervisor that he/she has responded to a drug lab or other
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narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

326.10 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.
(b) Conducting interviews.
(c) Availability of therapy services for adults and families.
(d) Availability of specialized forensic medical exams.
(e) Cultural competence (including interpretive services) related to adult abuse investigations.
(f) Availability of victim advocates or other support.

326.11 RECORDS BUREAU RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).
(b) Retaining the original adult abuse report with the initial case file.

326.12 JURISDICTION
The Pasadena Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

326.13 RELEVANT STATUTES
Penal Code § 368 (c)

Any person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or
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dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

(f) A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Welfare and Institutions Code § 15610.05

“Abandonment” means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

“Abduction” means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

(a) “Financial abuse” of an elder or dependent adult occurs when a person or entity does any of the following:

(1) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(2) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(3) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.

(b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

(c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.
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(d) For purposes of this section, “representative” means a person or entity that is either of the following:

(1) A conservator, trustee, or other representative of the estate of an elder or dependent adult.

(2) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

(a) “Isolation” means any of the following:

(1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.

(2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.

(3) False imprisonment, as defined in Section 236 of the Penal Code.

(4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe

Welfare and Institutions Code § 15610.57

(a) “Neglect” means either of the following:

(1) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.

(2) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

(b) Neglect includes, but is not limited to, all of the following:

(1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.

(2) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.
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(3) Failure to protect from health and safety hazards.

(4) Failure to prevent malnutrition or dehydration.

(5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

Welfare and Institutions Code § 15610.63

15610.63. “Physical abuse” means any of the following:

(a) Assault, as defined in Section 240 of the Penal Code.

(b) Battery, as defined in Section 242 of the Penal Code.

(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.

(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.

(e) Sexual assault, that means any of the following:

   (1) Sexual battery, as defined in Section 243.4 of the Penal Code.

   (2) Rape, as defined in Section 261 of the Penal Code.

   (3) Rape in concert, as described in Section 264.1 of the Penal Code.

   (4) Spousal rape, as defined in Section 262 of the Penal Code.

   (5) Incest, as defined in Section 285 of the Penal Code.

   (6) Sodomy, as defined in Section 286 of the Penal Code.

   (7) Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.

   (8) Sexual penetration, as defined in Section 289 of the Penal Code.

   (9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

   (1) For punishment.

   (2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.

   (3) For any purpose not authorized by the physician and surgeon.

326.14 REFERENCE

See Adult Abuse Referral Guide and Procedure Manual section 326p
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POLICY MODIFIED  4/17
Discriminatory Harassment

328.1 PURPOSE AND SCOPE  
The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

328.2 POLICY  
The Pasadena Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

328.3 DEFINITIONS  
Definitions related to this policy include:

328.3.1 DISCRIMINATION  
The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.
328.3.2 SEXUAL HARASSMENT
The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

328.3.3 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

328.3.4 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

328.4 RESPONSIBILITIES
This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director or the City Manager.
Discriminatory Harassment

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

328.4.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of each supervisor and manager shall include, but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensuring that his/her subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

328.4.2 SUPERVISOR’S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

(a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

328.4.3 QUESTIONS OR CLARIFICATION
Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Director, the City Manager, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).
328.5 INVESTIGATION OF COMPLAINTS
Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

328.5.1 SUPERVISORY RESOLUTION
Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

328.5.2 FORMAL INVESTIGATION
If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Human Resources Director or the City Manager.

328.5.3 ALTERNATIVE COMPLAINT PROCESS
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

328.6 DOCUMENTATION OF COMPLAINTS
All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:
Discriminatory Harassment

- Approved by the Chief of Police, the City Manager or the Human Resources Director, depending on the ranks of the involved parties.
- Maintained in accordance with the department's established records retention schedule.

328.7 TRAINING
All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

328.7.1 TRAINING RECORDS
The Training Sergeant shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

328.7.2 STATE-REQUIRED TRAINING
The Training Sergeant should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

(a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.

(b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.

(c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by DFEH online training courses, the Training Sergeant should ensure that employees are provided the link or website address to the training course (Government Code § 12950).

328.8 REFERENCE
See also City of Pasadena Manual of Personnel & Administrative Rules, Section 2.A (Code of Conduct), Section 9.B.7 (Compliance), Section 7.C (Discipline Policy), Section 2.T (Discrimination Complaint Procedure), Section 2.X (Reasonable Accommodation) and Section 2.P (Sexual Harassment).
Child Abuse

330.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Pasadena Police Department members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

330.1.1 DEFINITIONS
Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child’s care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

330.2 POLICY
The Pasadena Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

330.3 MANDATORY NOTIFICATION
The child protection agency shall be notified when (Penal Code § 11166):

(a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or

(b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney’s office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred should not be reported to the District Attorney (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code 11166.1; Penal Code 11166.2).

For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1);
neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment as a peace officer.

330.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (Penal Code § 11166):

(a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.

(b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

330.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

330.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.
(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

330.5.1 EXTRA JURISDICTIONAL REPORTS
If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

330.6 PROTECTIVE CUSTODY
Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.
Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

(a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:

1. The child has an immediate need for medical care.
2. The child is in immediate danger of physical or sexual abuse.
3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child’s health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

(b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:

1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
2. There is no lawful custodian available to take custody of the child.
3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
4. The child is an abducted child.

(c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

330.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW
An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

330.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS
Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.
Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

330.7 INTERVIEWS

330.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

330.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
   1. A reasonable belief that medical issues of the child need to be addressed immediately.
   2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
   3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

330.7.3 INTERVIEWS AT A SCHOOL
Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member’s presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

330.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a
medical examination, the notified supervisor should consider obtaining a court order for such an examination.

330.9   DRUG-ENDANGERED CHILDREN
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

330.9.1   SUPERVISOR RESPONSIBILITIES
The Criminal Investigations Division supervisor should:

(a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

330.9.2   OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and document findings in the written police report.

(b) Notify the Criminal Investigations Division supervisor so an interagency response can begin.

330.10   STATE MANDATES AND OTHER RELEVANT LAWS
California requires or permits the following:

330.10.1   RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

330.10.2   REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)
Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California’s CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.
330.10.3 CACI HEARING OFFICER
The Criminal Investigations Division supervisor will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person’s name being submitted to CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

330.10.4 CACI HEARING PROCEDURES
The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

(a) Case reports including any supplemental reports
(b) Statements by investigators
(c) Statements from representatives of the District Attorney’s Office
(d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party’s name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person’s name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

330.10.5 CHILD DEATH REVIEW TEAM
This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

330.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:
Child Abuse

(a) Participating in multidisciplinary investigations, as appropriate.
(b) Conducting forensic interviews.
(c) Availability of therapy services for children and families.
(d) Availability of specialized forensic medical exams.
(e) Cultural competence (including interpretive services) related to child abuse investigations.
(f) Availability of victim advocate or guardian ad litem support.

330.12 REFERENCE
See PPD Procedure Manual section 330p for SCAR procedures.
Missing Persons

332.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

332.1.1 DEFINITIONS
At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person’s location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

332.2 POLICY
The Pasadena Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Pasadena Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

332.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS
The Criminal Investigations supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)
Missing Persons

- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

332.4 ACCEPTANCE OF REPORTS
Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

332.5 REPORT PROCEDURES AND ROUTING
Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

332.6 WHEN A MISSING PERSON IS FOUND
When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Administrator shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

(a) Notification is made to California DOJ.
(b) The missing person’s school is notified.
(c) Entries are made in the applicable missing person networks.
(d) Immediately notify the Attorney General’s Office.
(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

332.6.1 UNIDENTIFIED PERSONS
Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.
(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.
(c) Use available resources, such as those related to missing persons, to identify the person.

332.7 CASE CLOSURE
The Criminal Investigations Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

(b) If the missing person is a resident of Pasadena or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

332.8 TRAINING
Subject to available resources, the Training Sergeant should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

(a) The initial investigation:
   1. Assessments and interviews
   2. Use of current resources, such as Mobile Audio Video (MAV)
   3. Confirming missing status and custody status of minors
   4. Evaluating the need for a heightened response
   5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.
(g) Addressing conflicting information.
(h) Key investigative and coordination steps.
(i) Managing a missing person case.
(j) Additional resources and specialized services.
(k) Update procedures for case information and descriptions.
(l) Preserving scenes.
(m) Internet and technology issues (e.g., Internet use, cell phone use).
(n) Media relations.

332.9 REFERENCE
Child Abductions

333.1 PURPOSE AND SCOPE
A child abduction is amongst the most serious of crimes given the vulnerability of the victim. In cases of child abduction, especially a suspected stranger abduction, the resources of the Department must be brought swiftly to bear.

333.2 DEFINITION
Child abduction - Any person under the age of 18 taken and transported to an unknown location by another party without consent from the legally responsible parent or guardian.

333.3 REQUIREMENTS
In addition to the policies and state-mandated procedures set forth in PPD Policy Manual section 332, sworn personnel will follow the applicable procedures as set forth in PPD Procedure Manual section 333p.

333.4 REFERENCE
Public Alerts

334.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

334.2 POLICY
Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system’s individual criteria.

334.3 RESPONSIBILITIES

334.3.1 EMPLOYEE RESPONSIBILITIES
Employees of the Pasadena Police Department should notify their supervisor, Watch Commander or Criminal Investigations Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

334.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts
(b) Canceling alerts
(c) Ensuring all appropriate reports are completed
(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander

334.4 AMBER ALERTS
The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

334.4.1 CRITERIA FOR AMBER ALERT
The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):
(a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.
(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
(c) The victim is in imminent danger of serious injury or death.
(d) There is information available that, if provided to the public, could assist in the child’s safe recovery.

334.4.2 PROCEDURE FOR AMBER ALERT
The supervisor in charge will ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the child:
   1. The child’s identity, age and description
   2. Photograph if available
   3. The suspect’s identity, age and description, if known
   4. Pertinent vehicle description
   5. Detail regarding location of incident, direction of travel, potential destinations, if known
   6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
   7. A telephone number for the public to call with leads or information
(b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).
(c) The press release information is forwarded to the Sheriff’s Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.
(d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETs).
(e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).
(f) The following resources should be considered as circumstances dictate:
   1. The local FBI office
   2. National Center for Missing and Exploited Children (NCMEC)

334.5 BLUE ALERTS
Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.
334.5.1 CRITERIA FOR BLUE ALERTS
All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

(a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.

(b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.

(c) A detailed description of the suspect’s vehicle or license plate is available for broadcast.

(d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

334.5.2 PROCEDURE FOR BLUE ALERT
The supervisor in charge should ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the suspect:
   1. The license number and/or any other available description or photograph of the vehicle
   2. Photograph, description and/or identification of the suspect
   3. The suspect’s identity, age and description, if known
   4. Detail regarding location of incident, direction of travel, potential destinations, if known
   5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
   6. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.

(c) The information in the press release is forwarded to the Sheriff’s Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) The following resources should be considered as circumstances dictate:
   1. Entry into the California Law Enforcement Telecommunication System (CLETS)
   2. The FBI local office

334.6 SILVER ALERTS
Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).
Public Alerts

334.6.1 CRITERIA FOR SILVER ALERTS
All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

(a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.

(b) The department has utilized all available local resources.

(c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.

(d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

334.6.2 PROCEDURE FOR SILVER ALERT
Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

334.7 MUTUAL AID
The experiences of other law enforcement jurisdictions that have implemented similar plans indicate a public alert will generate a high volume of telephone calls to the handling agency.

The Sheriff’s Department emergency communications facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Criminal Investigations Division Supervisor elects to use the services of the Sheriff’s Department, the following will apply:

(a) Notify the Sheriff’s Department Watch Commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.

(b) In the press release, direct the public to the telephone number provided by the Sheriff’s Department Watch Commander.

(c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff’s Department will be referred back to this department.

The Pasadena Police Department shall assign a minimum of two detectives/officers to respond to the Sheriff’s Department emergency communications facility to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the emergency communications facility.
**Public Alerts**

334.8 **ADDITIONAL ALERTS FOR PUBLIC SAFETY EMERGENCIES**
Additional public safety emergency alerts may be authorized that utilize wireless emergency alert system (WEA) and emergency alert system (EAS) equipment for alerting and warning the public to protect lives and save property (Government Code § 8593.7).

334.8.1 **CRITERIA**
Public safety emergency alerts may be issued to alert or warn the public about events including but not limited to:

(a) Evacuation orders (including evacuation routes, shelter information, key information).
(b) Shelter-in-place guidance due to severe weather.
(c) Terrorist threats.
(d) HazMat incidents.

334.8.2 **PROCEDURE**
Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

334.9 **REFERENCE**
Misdemeanor Crimes

335.1 PURPOSE AND SCOPE
It shall be the policy of the Pasadena Police Department to dispatch a police employee to the scene of a petty theft or misdemeanor malicious mischief only under the following conditions:

(a) When the reporting party has observed the commission of the offense.
(b) When there is reason to suspect a known individual.
(c) When less than 15 minutes has elapsed since the commission of the offense.
(d) When the incident is believed to be related to a street gang or tagging crew.
(e) When the person reporting a lost/stolen license plate is not at the police department.
(f) When the police department employee is contacted in the field by the witness or victim regarding the misdemeanor crime, the employee shall complete an investigation and report out of courtesy.

In all other cases, the Delayed Property Report form or on-line reporting information will be provided to the reporting party for completion and forwarded to the department for case initiation and documentation.

335.2 REFERENCE
Hate Crimes

338.1 POLICY
It is the policy of the Pasadena Police Department to adopt the Commission on Peace Officer Standards and Training (POST) model policy as amended.

See attachment: Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf

338.2 PURPOSE AND SCOPE
The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

338.2.1 DEFINITIONS
Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

(a) Disability
(b) Gender
(c) Nationality
(d) Race or ethnicity
(e) Religion
(f) Sexual orientation
(g) Association with a person or group with one or more of these actual or perceived characteristics
(h) Examples of hate crimes include, but are not limited to:

1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
2. Defacing a person’s property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).
Hate Crimes

**Victim** - Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library or other victim or intended victim of the offense (Penal Code § 422.56).
Disciplinary Policy/Code of Conduct

340.1 PURPOSE AND SCOPE
This policy provides employees of this department with guidelines for their conduct in order that they may participate in meeting the goals of this department in serving the community. This policy shall apply to all sworn and civilian members of this department (including part-time and reserve employees). This policy is intended for internal use only and shall not be construed to increase or establish an employee's civil or criminal liability. Nor shall it be construed to create or establish a higher standard of safety or care. A violation of any portion of this policy may only serve as the basis for internal disciplinary and/or administrative action.

340.2 DISCIPLINE POLICY
The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on-duty or off-duty, may be cause for disciplinary action.

An employee's off-duty conduct shall be governed by this policy to the extent that it is related to act(s) that may materially affect or arise from the employee's ability to perform official duties or to the extent that it may be indicative of unfitness for his/her position.

340.3 CONDUCT WHICH MAY RESULT IN DISCIPLINE
The following list of causes for disciplinary action constitutes a portion of the disciplinary standards of this department. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient department service:

340.3.1 ATTENDANCE
(a) Leaving job to which assigned during duty hours without reasonable excuse and proper permission and approval.
(b) Unexcused or unauthorized absence or tardiness on scheduled day(s) of work.
(c) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.
(d) Failure to notify the Department within 72 hours of any change in residence address, home phone number, or marital status.

340.3.2 CONDUCT
(a) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily injury on another.
(b) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Chief of Police of such action.
(c) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

(d) Engaging in horseplay resulting in injury or property damage or the reasonable possibility thereof.

(e) Unauthorized possession of, loss of or damage to department property or the property of others, or endangering it through unreasonable carelessness or maliciousness.

(f) Failure of any employee to promptly and fully report activities on their own part or the part of any other employee where such activities may result in criminal prosecution or discipline under this policy.

(g) Failure of any employee to promptly and fully report activities that have resulted in official contact by any other law enforcement agency other than minor traffic violations or incidents involving family members where the employee is not involved.

(h) Using or disclosing one's status as an employee with the Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(i) The use of any information, photograph, video or other recording obtained or accessed as a result of employment with the Department for personal or financial gain or without the express authorization of the Chief of Police or a designee may result in discipline under this policy. Seeking restraining orders against individuals encountered in the line of duty without the express permission of the Chief of Police.

(j) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department.

(k) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(l) Engaging in on-duty sexual relations including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

340.3.3 DISCRIMINATION

(a) Employees may not discriminate against any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability or medical condition.

340.3.4 INTOXICANTS

(a) Reporting for work or being at work following the use of intoxicants where such use may impair the employee's ability to perform assigned duties or where there is an immediate suspicion of ineffectiveness during public contact resulting from the use of intoxicants.
(b) Unauthorized possession or use of, or attempting to bring unsealed intoxicants to the work site, except as authorized in the performance of an official assignment. An employee who is authorized to consume intoxicants is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Reporting for work or being at work following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the employee's ability to perform assigned duties.

(d) Unauthorized possession, use of, or attempting to bring controlled substance or other illegal drug to any work site.

340.3.5 PERFORMANCE

(a) Unauthorized sleeping during on-duty time or assignments.

(b) Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.

(c) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.

(d) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(e) Disobedience or insubordination to constituted authorities, including refusal or deliberate failure to carry out or follow lawful directives and orders from any supervisor or person in a position of authority.

(f) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.

(g) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Department or subverts the good order, efficiency and discipline of the Department or which would tend to discredit any member thereof.

(h) Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Department or members thereof.

(i) The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper or document.

(j) Wrongfully loaning, selling, giving away or appropriating any department property for the personal use of the employee or any unauthorized person(s).
(k) The unauthorized use of any badge, uniform, identification card or other department equipment or property for personal gain or any other improper purpose.

(l) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the employee’s duties (lawful subpoena fees and authorized work permits excepted).

(m) Any knowing or negligent violation of the provisions of the department manual, operating procedures or other written directive of an authorized supervisor. Employees shall familiarize themselves with and be responsible for compliance with each of the policies contained herein. Department shall make this manual available to all employees. Employees shall familiarize themselves with this manual and be responsible for compliance with each of the policies contained herein.

(n) Work-related dishonesty, including attempted or actual theft of department property, services or the property of others, or the unauthorized removal or possession of department property or the property of another person.

(o) Criminal, dishonest, infamous or disgraceful conduct adversely affecting the employee/employer relationship, whether on- or off-duty.

(p) Failure to disclose or misrepresenting material facts, or the making of any false or misleading statement on any application, examination form, or other official document, report or form or during the course of any work-related investigation.

(q) Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved department practices or procedures.

(r) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when a department member knew or reasonably should have known of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by the Department.

(s) Solicitation, offer or acceptance of a bribe or gratuity.

(t) Misappropriation or misuse of public funds.

(u) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(v) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions: while on department premises; at any work site; while on-duty or while in uniform; or while using any department equipment or system. Gambling activity undertaken as part of an officer’s official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
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(w) Substantiated, active, continuing association on a personal (except for marriage or family members) rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department. If an employee maintains such a relationship, the employee must notify his/her supervisor in writing the nature of the relationship and criminal conduct.

(x) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on department property or while in any way representing him/herself as a member of this agency, except as expressly authorized by the Chief of Police.

(y) Engaging in political activities during assigned working hours except as expressly authorized by the Chief of Police.

(z) Violating any misdemeanor or felony statute.

(aa) Any other on-duty or off-duty conduct which any employee knows or reasonably should know is unbecoming a member of the Department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the Department or its members.

(ab) Any failure or refusal of an employee to properly perform the function and duties of an assigned position.

(ac) Failure to maintain required and current licenses (e.g. driver’s license) and certifications (e.g., first aid).

(ad) Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor, or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

340.3.6 SAFETY

(a) Failure to observe posted rules, signs and written or oral safety instructions while on duty and/or within department facilities or to use required protective clothing or equipment.

(b) Knowingly failing to report any on-the-job or work-related accident or injury within 24 hours.

(c) Substantiated employee record of unsafe or improper driving habits or actions in the course of employment. Traffic collisions will be governed by the Traffic Collision Training & Discipline Guide, See APPENDIX.

(d) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
(e) Any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving habits or actions in the course of employment.

(f) Violating departmental safety standards or safe working practices.

340.3.7 SECURITY

(a) Unauthorized, intentional release of designated confidential information, materials, data, forms or reports

340.3.8 SUPERVISION RESPONSIBILITY

(a) Failure of a supervisor to take appropriate action to ensure that employees adhere to the policies and procedures of this department and the actions of all personnel comply with all laws

(b) Failure of a supervisor to timely report known misconduct of an employee to his or her immediate supervisor or to document such misconduct appropriately or as required by policy

(c) The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose

340.4 INVESTIGATION OF DISCIPLINARY ALLEGATIONS

Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with Personnel Complaint Procedure Policy Manual § 1020 and Procedure Manual § 1020p. Pursuant to Government Code §§ 3304(d) and 3508.1, the investigation should be completed within one year of the discovery of the allegation unless such investigation falls within one of the exceptions delineated within those provisions.

340.4.1 WRITTEN REPRIMANDS

Any employee wishing to formally appeal a written reprimand must submit a written request to his/her Division Commander within ten days of receipt of the written reprimand. The Division Commander will then assign the appeal to an uninvolved supervisor of at least one rank above the rank of the supervisor issuing the original written reprimand.

Absent a written stipulation to the contrary, the employee will be provided with an evidentiary hearing before the assigned, uninvolved supervisor within 30 days. The decision of the assigned, uninvolved supervisor to sustain, modify or dismiss the written reprimand shall be considered final.

340.5 EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) This *Skelly* response is not intended to be an adversarial or formal hearing.
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(b) Although the employee may be represented by an uninvolved representative or legal counsel, the Skelly response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

(f) Once the employee has completed his/her Skelly response or, if the employee has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall thereafter render a timely written decision to the employee imposing, modifying or rejecting the recommended discipline. In the event of a termination, the final notice of discipline shall also inform the employee of the reason(s) for termination and the process to receive all remaining fringe and retirement benefits.

(g) Once the Chief of Police has issued a written decision, the discipline shall become effective.

340.6 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE
In the event that an employee tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file.

The tender of a retirement or resignation by itself shall not serve as grounds for the termination of pending discipline.

340.7 POST SKELLY PROCEDURE
In situations resulting in the imposition of a suspension, punitive transfer, demotion, termination of a non-probationary employee, the employee shall have the right to an evidentiary appeal of the Chief of Police’s imposition of discipline pursuant to the operative Memorandum of Understanding (MOU) or collective bargaining agreement and personnel rules.

During any post Skelly administrative appeal, evidence that an officer has been placed on a Brady list or is otherwise subject to Brady restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such Brady evidence shall be limited to determining the appropriateness of penalty (Government Code § 3305.5).
340.8 DISCIPLINARY ACTION AGAINST PROBATIONARY EMPLOYEES
In the event that a probationary employee is terminated solely for unsatisfactory performance or the failure to meet department standards, the employee shall have no right to appeal and the following shall be considered:

(a) Termination of a probationary employee for such failure to pass probation shall be so reflected in the employee's personnel file

(b) In the event that a probationary employee is disciplined or terminated for misconduct, the employee shall only be entitled to appeal the decision in the same manner as set forth in the Skelly procedure as set forth above. This appeal process may be held prior to or within a reasonable time after the imposition of discipline

(c) At all times during any investigation of allegations of misconduct involving a probationary officer, such officer shall be afforded all procedural rights set forth in Government Code § 3303 and applicable Department policies

(d) A probationary employee's appeal of disciplinary action shall be limited to an opportunity for the employee to attempt to establish that the underlying allegations should not be sustained. Nothing in this policy or procedure, however, should be construed to establish any sort of property interest in or right to the employee's continuation of employment

(e) The burden of proof for any probationary employee's appeal of disciplinary action shall rest with the employee and will require proof by a preponderance of the evidence

(f) In the event that a probationary employee meets his or her burden of proof in such a disciplinary appeal, the Department shall remove all reference to the underlying allegations of misconduct from the employee's personnel file

(g) In the event that a probationary employee fails to meet his or her burden of proof in such a disciplinary appeal, the employee shall have no further right to appeal beyond the Chief of Police

340.9 REFERENCE
Department Computer Use

342.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

342.1.1 DEFINITIONS
Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Pasadena Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

342.2 POLICY
It is the policy of the Pasadena Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

342.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.
Department Computer Use

The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

342.4 RESTRICTED USE
Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

342.4.1 SOFTWARE
Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

342.4.2 HARDWARE
Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.
342.4.3 INTERNET USE
Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member’s assignment.

Downloaded information shall be limited to messages, mail, and data files.

342.4.4 OFF-DUTY USE
Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other “off the clock” work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

342.5 PROTECTION OF AGENCY SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

342.6 INSPECTION OR REVIEW
A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department
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involving one of its members or a member’s duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service. The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

342.7 RESPONSIBILITIES

(a) Section Supervisors will ensure:

   1. That personnel are trained to operate computer systems under their division's responsibility; and
   2. That Department personnel follow the rules of all licensed computer programs and systems in use within the Unit.

(b) Section lieutenants or Administrators and users of Department computers, equipment, software, and supplies will care for and protect these items. This includes maintaining adequate backup files and training replacement personnel in the operation and maintenance of computer systems within their respective sections.

(c) Section Lieutenants or Administrators will ensure that Department personnel follow the section rules of all licensed computer programs and systems in use within the Section. The Strategic Services Commander is authorized to conduct periodic equipment, software, and supply inspections, where and when necessary. Discovery of unauthorized software will result in its removal from the system and notification of such finding to the Chief of Police. A copy of this report will be given to the Section Administrator, who will then prepare a written response to the Chief of Police via the chain of command.

342.8 AUTHORIZED SOFTWARE

(a) Authorized software are those computer programs:

   1. Approved for purchase or acquisition by the City;
   2. Procured by individuals using personal funds and licensed, registered, or authorized to be installed on a Department computer. Proof of such permission must be in the form of personal possession of original disks, manuals and licenses. Installation and use must comply with the manufacturer's license;
   3. Equipment, procedures, texts, or publications provided to the Department through the Strategic Services, or Chief of Police.
   4. Equipment, procedures, texts, or publications provided to the Department through the Technical Services section, or Chief of Police. All material is properly maintained and accounted for. All equipment, software, publications,
textbooks, etc. purchased through the use of City or Department authorized funds (budgeted and unbudgeted) are the property of the City of Pasadena and the Pasadena Police Department. Such property will be available for use by all trained and authorized members of the Department.

(b) When personal computer related equipment is provided by members of the Department for personal use with Department software or equipment, each will be clearly labeled as such.

342.9 TRAINING

(a) The Technical Services Administrator will assist the Department Training Unit in the establishment of computer related training courses. In addition, the Technical Services Section will:

1. Coordinate the establishment of a training plan for the use of personal computers and automation within the Department. Such a plan will be coordinated with the PPD Training Unit, and training offered by City Department of Information Technology (DoIT).

2. Recommended training for personnel involved in the use of police systems. Training will be sufficient to provide emergency backup procedures to personnel within the Communications Section, and will be done with the coordination of the Communications Section Administrator.

342.10 REFERENCE
Incident Report Only (IRO) Policy

343.1 PURPOSE AND SCOPE
Police personnel frequently respond on incidents of a minor nature that can be resolved with no further police action being required. In order to expeditiously document these minor events where no further police action is required, reasonably anticipated or necessary and does not involve City liability, personnel may utilize the method of reporting known as "Incident Report Only" or "IRO." Assigned personnel shall determine if the incident falls into the above-described category. If so, a written report need not be submitted, personnel will utilize approved classifications.

Personnel shall include via the radio and/or with an MCT entry to be documented in the incident history. The MCT entry into the call history will provide the rationale for the call disposition for reference, and allow for more meaningful information when calls with "Resolved" dispositions are examined for review or statistical purposes.

343.2 IRO CLASSIFICATIONS
(a) When the police employee completes the investigation, he/she shall notify the Communications Section personnel of the proper classification that the incident is an "IRO", usually by the following classifications:
   1. Resolved
   2. Unable to locate - "UTL"
   3. Gone on arrival - "GOA"
   4. Unfounded

343.3 IRO DOCUMENTATION
The police department employee completing any investigation that results in an IRO Classification shall obtain complete and sufficient pertinent information so that a comprehensive report can be written if requested or necessary at a later date.

343.4 REFERENCE
For other IRO dispositions contact the Communications Section Administrator

POLICY MODIFIED: 8/17
Report Preparation

344.1 PURPOSE AND SCOPE
Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer’s memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

344.1.1 REPORT PREPARATION
Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Reports being held should have a Report Hold Tag (Form #PPD0320) attached to the report with the supervisor's signature. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

344.2.1 CRIMINAL ACTIVITY
When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests
(b) All felony crimes
(c) Non-Felony incidents involving threats or stalking behavior
(d) Situations covered by separate policy. These include:
   1. Use of Force Policy
   2. Domestic Violence Policy
   3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy

(e) All misdemeanor crimes where the victim desires a report

344.2.2 NON-CRIMINAL ACTIVITY
The following incidents shall be documented using the appropriate approved report:

(a) Any categorical use of force against any person by a member of this department (see the Use of Force policy)
(b) Any firearm discharge except during training (see the Firearms policy and Officer Involved Shooting policy)
(c) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Person policy)
(d) Any found property or found evidence
(e) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting policy)
(f) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
(g) All protective custody detentions
(h) Suspicious incidents that may place the public or others at risk
(i) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

344.2.3 DEATH CASES
Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with Policy § 360 Death Investigations. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.
(b) Suicides.
(c) Homicide or suspected homicide.
(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
(e) Found dead bodies or body parts.
344.2.4 INJURY OR DAMAGE BY CITY PERSONNEL
Injuries that occur as a result of an act of a City employee shall be documented. Reports shall be taken involving damage to City property or City equipment.

344.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose
(b) Attempted suicide
(c) The injury is major/serious, whereas death could result
(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

344.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES
A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Section shall notify the California Department of Public Health (CDPH) of the incident, on a form provided by the state. Forms may be obtained from the CDPH website (Penal Code § 23685).

344.2.7 ALTERNATE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.
(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.
   1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
(c) Misdemeanor vandalism with no suspect information and no hate crime implications.
(d) Annoying telephone calls with no suspect information.
(e) Hit-and-run vehicle collisions with no suspect or suspect vehicle information.
(f) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).
Report Preparation

344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING
In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

344.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS
Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed.

344.4 REPORT CORRECTIONS
In general if a supervisor is at the scene that requires a report to be initiated, that supervisor should review that report for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for correction. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed during the employees shift, unless approved to be held by a supervisor.

It is the officer's/other employee's responsibility to ensure that their reports have been approved prior to going EOW or obtain a hold authorization from a supervisor.

344.5 REPORT CHANGES OR ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.
Media Relations

346.1 PURPOSE AND SCOPE
This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

346.2 RESPONSIBILITIES
The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police; however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Watch Commanders and the designated Public Information Officer may prepare and release information to the media in accordance with this policy and applicable law.

(a) Public information and communication is a direct responsibility of the Public Information Officer.

1. The Chief of Police will designate a Public Information Officer. The Deputy Chief, all Commanders and Lieutenants/Section Administrators are authorized to respond to media inquiries. The Chief of Police may also designate other staff to serve as media information representatives.

2. The Public Information Officer will be assigned primary responsibility for dealing directly with the media and will release all appropriate information that is accurate and expedient. The PIO will assure that the media receives the appropriate information from the Chief or designee who is most knowledgeable. The Division Commander may delegate media response to a Section Administrator/Lieutenant.

3. During non-business hours, in the absence of the Public Information Officer, Lieutenants/Watch Commanders shall respond to routine media inquiries. If a sergeant is the highest-ranking employee on duty, the sergeant may respond to general information inquiries. Lieutenants/Watch Commanders may designate a sergeant or other employee to serve as a Public Information Officer if operationally essential and on a case-by-case basis. The Lieutenant/Watch Commander retains the responsibility for the appropriateness of the response.

4. All media inquiries regarding the Department's position on any community issue or concerning organizational policy, philosophy or goals shall be coordinated by the Public Information Officer.

5. The Criminal Investigations Division Commander will be assigned primary responsibility for disseminating information to the media that is generated by routine criminal investigations conducted by Detective Section personnel. Investigators involved directly with a case will not discuss the case with the media. The Division Commander may delegate media response to a Section Lieutenant or sergeant.

6. In the event of an incident of an extremely sensitive nature during non-business hours, the Watch Commander may consult with the Public Information Officer.
regarding media information. The Public Information Officer may respond to the scene or to the department to handle media inquiries if the situation merits.

7. The Public Information Officer should be notified via electronic mail or other written documentation if there has been information released to the media during non-business hours, outside the factual details of a police incident, or if there has been high level of media interest in a case.

8. Interviews that are planned in advance shall be coordinated through the Public Information Officer or the Chief's office. He/she will arrange news conferences when the Chief of Police determines it is necessary to disseminate information concerning police or criminal activities that are of broad public concern.

9. The Chief of Police will authorize the primary designees for on-camera interviews with the television media.

10. Press inquiries concerning special investigations by outside agencies (i.e. officer involved shootings, narcotics raids, etc.) may be referred to those agencies' media relations personnel at the discretion of the Chief of Police. All media inquiries shall be referred to that agency's representatives, without comment, in those cases.

346.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from the aforementioned authorized supervisors or the designated department media representative;

(b) In situations involving multiple law enforcement agencies or city departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department;

(c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

346.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.

2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

(d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody. Such requests should be pre-coordinated with the jail administrator and subject to visitation guidelines.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

346.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police or his/her designee.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.
346.4 SCOPE OF INFORMATION SUBJECT TO RELEASE
The Department will maintain a daily information log of significant law enforcement activities (noteworthy) that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, names of individuals, and suspects or general victim description (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Information concerning incidents involving certain sex crimes and other offenses set forth in Government Code § 6254(f) shall be restricted in accordance with applicable statutory provisions.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the records administrator, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

346.5 RELEASE OF INFORMATION TO MEDIA ON SCENE

(a) A Lieutenant or Acting Watch Commander shall assume the responsibility of releasing information to newsmen at the scene of a Police incident. If field personnel are queried, they shall refer the media to the Lieutenant or command post for information.

(b) When at the scene, the designated Public Information Officer shall be responsible for disseminating information to the media. The scope and content of each release must be determined according to the facts in each situation. Generally a description of the
circumstances may be made when it is not legally privileged and will not prejudice the rights of suspects or interfere with an investigation.

(c) The radio designation for the PIO will be Media-1. This designation will apply regardless of any other permanent radio designation the person may hold. If the event is of such magnitude that there is more than one PIO in the field, the lead person will be designated Media-1 and other team members will assume appropriate sequential numbers.

346.6 TELEPHONIC AND WRITTEN RELEASE OF INFORMATION TO MEDIA

(a) If an event is of major proportion or likely to result in telephone inquires from news persons, a press release shall be prepared and made available in the Watch Commander's office. New release preparation shall be the responsibility of the Public Information Officer. In his/her absence, the Watch Commander shall assume the responsibility.

(b) If the incident involves an investigation, the news release shall be prepared after conferring on content with the Criminal Investigations Division Commander or his/her designee.

(c) A written new release shall be disseminated as follows:

1. Immediate Local Interest - Copy to the local print media via e-mail and Nixle when the written document is release with a copy of the City of Pasadena Public Information Officer, City of Pasadena Public Information Officer, PD_Leadership, and the City Manager.

2. Immediate Regional Interest - Copy to all print, radio, TV media, current media, e-mail list, and Nixle. Copy to City of Pasadena Public Information Officer, PD_Leadership, and the City Manager's Office.

346.7 FOLLOW-UP PRESS RELEASE RESPONSIBILITY

Follow-up press release shall be the responsibility of the Public Information Officer. If the incident concerns a criminal investigation, the Public Information Officer will consult with and/or delegate the responsibility to the Criminal Investigations Division Commander prior to providing information.

346.8 MEDIA NOTIFICATIONS AND RELEASES FOR COMMUNITY INTEREST ISSUES/EVENTS

Prior to being disseminated, all media alerts for community interest issues/events will be approved by the Chief of Police, the Public Information Officer, or a PD Lieutenant.

346.9 RESTRICTED INFORMATION

(a) It shall be the responsibility of the authorized employee dealing with media request to ensure that restricted information is not inappropriately released to the media by
this department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

1. Confidential peace officer personnel information (See Policy Manual §1026)
   (a) The identities of officers involved in shootings or other major incidents may only be released to the media pursuant to the consent of the involved officer or upon a formal request filed and processed in accordance with the Public Records Act.

2. Copies of traffic collision reports (except to the involved parties and their authorized representatives) (Vehicle Code § 20012)
   (b) Criminal history information
   (c) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
   (d) Information pertaining to pending litigation involving this department
   (e) Information obtained in confidence
   (f) Any information that is otherwise privileged or restricted under state or federal law. (Government Code § 6254(k)).

346.10 RELEASE OF ADULT INFORMATION

(a) Department personnel shall comply with the provisions of the public Records Act. The release of information shall conform to the requirements as set forth in the Government Code. Government Code Section 6254f provides for an exemption to the disclosure of particular items of information when they endanger the safety of any person or would endanger the successful completion of the investigation. The following information is available to be released unless the exception applies.

1. Arrestee Information
   (a) The full name, city of residence and occupation.
   (b) The arrestee's physical description.
   (c) Date and time of arrest.
   (d) Date and time of booking.
   (e) Location of arrest (General Area).
   (f) Factual circumstances surrounding the arrest (Brief).
   (g) Amount of bail.
   (h) Time and manner of release or the location where arrestee is being held.
(i) All charges the person is being held on including outstanding warrants and probation or parole holds.

2. Incident information
   (a) Time, substance and location (Hundred block or intersection) of complaints or requests for police assistance.
   (b) Time and nature of police response, including where available:
      1. Time, date and location of occurrence.
      2. Time and date of report.
      3. Name, age and city of residence of the victim, except when the victim is a juvenile or victim of sexual assault.
      4. The factual circumstances (basic) surrounding the crime or incident.
      5. General description of injuries, weapons or property involved.
   (b) Upon the request of a victim or witness, the information concerning their name, age, and city of residence shall not be released.

346.11 MATTERS INVOLVING PENDING OR POTENTIAL LITIGATION
   (a) If a police matter involves pending or potential litigation, the inquiring party shall be referred to the Public Information Officer for information.
   (b) The Public Information Officer shall seek the advice of the City Attorney's Office before releasing any information and or documents.

346.12 RELEASE OF PASADENA POLICE OFFICER NAMES
The identities of officers involved in shootings or other major incidents may only be released to the media pursuant to consent of the involved officer or authorization by the Chief of Police upon a formal request filed and processed in accordance with the Public Records Act.

346.13 JUVENILE INFORMATION
   (a) Information concerning juvenile offenders, victims or witnesses shall not be released to the media. This is in accordance with the mandate of the presiding Juvenile Court Judge of the Los Angeles County Superior Court. An exception to the release of juvenile information can be made when there is reason to believe that a juvenile is missing under unusual circumstances and foul play is suspected.
   (b) When juvenile offender information is of such gravity that it impacts public safety, the juvenile court can be solicited for permission to release the information. If the juvenile court denies permission, the information will not be released.
(c) The following information shall not be released without the permission of the Public Information Officer or the Watch Commander.

1. The identity of suspects not arrested and for whom no warrant has been issued.

(d) 1. The identity of victims and witnesses where release could cause extreme embarrassment.

2. The identity of "sex crime" victims (release general descriptions only).

3. The exact address of a "sex crime" offense if it could lead to the victim's identification.

4. Exact identifying information of a weapon or other tangible evidence.

5. Any information known only to the guilty party and/or critical investigative leads.

6. Information about valuable items not stolen and still in the victim's possession.

7. Speculation about the next steps in the criminal justice process.

8. Conjecture or opinions about a defendant and the name of his/her attorney.

9. Comments about defendants or victim's character and/or reputation.

10. The name and address of a defendant's employer.

11. Information regarding the contents of a confession or any admission of guilt.

12. Any refusal of the defendant to speak or waive his/her rights.

13. The refusal of a defendant to submit to any tests that may determine guilt of the results of those tests or examinations if taken.

14. The description of laboratory tests performed upon any physical evidence and the results of such testing.

15. Names of juvenile defendants.

16. The identity of deceased, prior to next-of-kin notification.

17. Information pertaining to the recreation of any incident or crime scene.

18. Any remarks about assumed guilt or innocence.

19. Comments regarding the credibility of testimony of any individual.

20. Comments pertaining to department policies and procedures.

21. Comments, which obviously could lead to legal action against the city.
346.14 DEATH INFORMATION

(a) Information released to the news media on the cause of death in cases under investigation by the department will only be taken from the Medical Examiner's written report.

1. Employees will not attempt to interpret findings and will refer such request to the Medical Examiner.

2. If a Medical Examiner's Report is unavailable, requests for cause of death information will be referred to the Medical Examiner's office.

3. The identity of persons who have died will not be released to the media until the next of kin have been notified.

346.15 PHOTOGRAPHS

(a) Photographs of suspects will not be released to the media unless approved by the Public Information Officer or the Chief of Police. If a person is not wanted and is under no suspicion of any continuing criminal activity, his/her photograph will not be released.

1. The Public Information Officer or Special Operations Division Commander may release a photograph when:

   (a) The aid of the public is sought in identifying or apprehending a suspect.

   (b) The suspect has been arrested and the Public Information Officer or the Chief of Police has approved the release.

   (c) Arrest numbers and other identifying information on mug shots have been removed.

2. Photographs of suspect will not be released if in-person or photographic lineups have yet to be conducted by investigators.

(b) Photographs of missing persons and Jane/John Does may be released to the media for assistance with identification.

346.16 PERSONAL APPEARANCES BY EMPLOYEES IN THE MEDIA

(a) If personnel of the department receive a personal request to be interviewed by the print, radio or television media or to appear in films, advertisements, etc., formal approval will be requested in writing and obtained from the employee's Division Commander prior to the employee taking part in such activities.

1. All requests for personal appearances, not related to media news inquiries, will be detailed in a memorandum and directed to the employee's Division Commander through the chain of command. The script, the geographical or
subject areas to be covered, the type of program, etc., will be evaluated prior to giving permission to the employee.

346.17 PUBLIC APPEARANCES
Public appearances before local groups for the purpose of discussing police problems will be authorized through the employee's Division Commander and coordinated through the Community Services Section Lieutenant/Administrator, while representing the police department. Such public appearances are encouraged for all employees.
Public Records Act Document Requests

347.1 PURPOSE AND SCOPE
The City is required to make public records available in accordance with the California Public Records Act (Government Code section 6250, et seq.): "Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person of this state." Documents must be produced for inspection UNLESS the department can demonstrate that they are exempt from disclosure.

347.1.1 EXEMPTIONS
Frequently used exemptions are listed in the attached publication from the League of California Cities. In addition, there are general exemptions for:

(a) Records the disclosure of which are exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege and the provisions of California Government Code section 6254, et seq.; and

(b) Based on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. Any questions concerning exemptions should be directed to the City Attorney's Office.

347.2 RECORDS ADMINISTRATOR RESPONSIBILITIES
(a) The Records Administrator coordinates responses to Public Records Act requests. When a request is received, it should immediately be forwarded to the Records Administrator. When the Records Administrator receives a request, the request will immediately be distributed to the department(s) which have documents that may be responsive to the request and to the City Attorney's office for tracking. Upon receipt of a Public Record Act request the Records Administrator will do the following:

1. Give courteous, prompt and efficient service at all times during the department's office hours, including explaining any delays or denied requests to the requestor.

2. Written requests for public documents are preferred (but cannot be required).

3. Determine the nature of the document or record requested. In doing so, the department shall, to the extent reasonable under the circumstances:

   (a) If necessary, assist the requestor to identify records and information that are responsive to the request or to the purpose of the request, if stated.

   (b) Describe the information technology and physical location in which the records exist.

   (c) Provide suggestions for overcoming any practical basis for denying access to the records or information sought.
Public Records Act Document Requests

4. If there is a question about whether a particular document is exempt, the department head or designee shall make the determination in consultation with the City Attorney as appropriate.

5. Produce the document for inspection by the requestor (unless it is exempt). No original document shall be removed from a City office. Originals must be retained at all times with no exceptions. The requestor may obtain a copy by paying a copying fee set by the City Council (currently 15 cents per page).

6. Where a record contains both exempt and non-exempt information, the department must redact exempt information by copying the record and lining out the information which is exempt. The document then must be provided in its redacted form.

347.3 TIME CONSTRAINTS

(a) The department must provide records for inspection no later than ten (10) calendar days after the City receives the public records request. If there are grounds to justify an extension of time to respond to the request, the department must notify the requestor and the City Attorney's office as soon as possible.

(b) The City may extend the ten-day response period for up to 14 additional calendar days only on the following grounds:

1. To search for and collect the requested records from field facilities or other establishments separate from the office processing the request;

2. To search for, collect, and appropriately examine a voluminous amount records demanded in a single request;

3. To consult with another agency having substantial interest in the request (such as a state agency), or among two or more components of the local agency (such as two city departments) with substantial interest in the request; and/or

4. In the case of electronic records, to compile data, write programming language or a computer program, or to construct a computer report to extract data.

347.4 REFERENCE
See the attached publication from the League of California Cities.
Court Appearance & Subpoenas

348.1 PURPOSE AND SCOPE
This policy establishes the guidelines for department members who must appear in court. It will allow the Pasadena Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

348.2 POLICY
Pasadena Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

348.3 SUBPOENAS
Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer’s supervisor or other authorized departmental agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of $275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

(a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.

(b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

348.3.1 SPECIAL NOTIFICATION REQUIREMENTS
Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
Court Appearance & Subpoenas

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member’s on-duty activity or because of his/her association with the Pasadena Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Pasadena Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

348.3.2 CIVIL SUBPOENA
The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

348.3.3 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

348.4 FAILURE TO APPEAR
Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

348.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department. Employees are required to notify the Department within 72 hours of any change in residence address or home phone number, and to provide accurate and reasonably reliable means or methods for contact.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

348.6 COURTROOM PROTOCOL
When appearing in court, members shall:


(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
(b) Dress in the department uniform or business attire.
(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

348.6.1 TESTIMONY
Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

348.7 OVERTIME APPEARANCES
In order to ensure accountability for any type of court appearance involving overtime, employees shall abide by the following procedure. Prior to appearing for court at the Pasadena Courthouse, employees shall check in at the police station by logging their subpoena information in the Court Log (PPD 11004) located in the report writing room. Employees shall fill in the log accurately and completely on arrival and once finished with court.

For court appearances other than the Pasadena courthouse, employees shall complete the Court Log when submitting their overtime slip and subpoena.

Employees with court cases that are trailed to a different date and where a subpoena was not re-issued shall write the new date of the trial on the court log. Additionally, employees shall make a notation on the original subpoena indicating the case was trailed and the new court date. In these instances, the employee should make a copy of the original subpoena to be used for the subsequent court date.

All overtime slips should be placed in the overtime basket located next to the Court Log. Supervisors approving overtime slips related to court overtime shall ensure the subpoenas and overtime paperwork are accurate. Incomplete paperwork will be returned to the submitting employee for completion before submission to Finance for processing.

When an employee appears in court on his/her regular day off, or participates in a telephonic court appearance, he/she will be compensated in accordance with their applicable memorandum of understanding or collective bargaining agreement.

348.8 ON-CALL SUBPOENAS
When an Officer, Corporal, or a Sergeant is issued an on-call subpoena and the scheduled court date is during his/her regular day off, this employee will complete the Court Log without delay once he/she returns to work. This employee shall maintain contact with the District Attorney's office, City Prosecutor's office, Investigating Officer, or other judicial entity each morning and thereafter of each on-call court day. This process will ensure that overtime slips correctly reflect the duration of the on-call status. “On Call/Standy” shall be written on the subpoena. The Court Log shall be filled out completely to reflect the date and amount of time spent on-call.
Officers, Corporals, and Sergeants will be compensated in accordance with their applicable memorandum of understanding or collective bargaining agreement.

348.8.1 COURT LIAISON
The Department's Court Liaison shall communicate with the prosecutorial entity to determine whether personnel are needed in an on-call capacity or if the on-call status is suspended. Prior to the court date, the Court Liaison shall communicate any on-call status changes to the impacted employee(s).

Investigating Officers on cases shall work with the Court Liaison by providing copies of subpoenas to the Court Liaison to ensure the proper tracking of on-call subpoenas.
Reserve Officers

350.1 PURPOSE AND SCOPE
The Pasadena Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This primarily volunteer unit provides professional, sworn reserve officers who can augment regular staffing levels for patrol, special events and emergency callouts.

350.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS
The Pasadena Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

350.2.1 PROCEDURE
All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Reserve Officers are specified Level I, II, or III based on their degree of training and specific function within the department. Each Reserve Officer is required to perform his/her duties as directed by the Reserve Coordinator, with the approval of the Patrol Division Commander and the Chief of Police.

350.2.2 APPOINTMENT
The Police Reserve Program is a distinct organizational entity within the Patrol Division, under the direction of the Patrol Division Commander. The Reserve staff includes both fulltime and Reserve Police personnel and is responsible for the administration of the Section and liaison with the Department staff. Responsibilities with the Section are as follows:

(a) Administrative Reserve Coordinator: A fulltime Police Lieutenant assigned by the Patrol Division Commander to provide leadership, give direction, and be an adviser to the Reserve staff on matters such as:
   (a) Administration of the Program
   (b) Legal restrictions and procedures
   (c) Department policies and procedures
   (d) Disciplinary procedures

(b) Reserve Commander: A Reserve Officer assigned by the Patrol Division Commander and Administrative Program Coordinator shall serve as Administrative Director of the section. The Reserve Commander shall normally be appointed for a term of two years. The Reserve Commander shall:
   (a) Preside at all reserve Unit functions
   (b) Be responsible to the Patrol Division Commander and Administrative Program Coordinator for the performance of the Reserve Unit
(c) Be responsible to the Administrative Program Coordinator for the monthly statistics of the Reserve section.

(d) Assist in the assignment of members to various tasks and special details, attending all meetings concerning the Reserve Section.

(c) Selection Process:

1. All current hiring criteria for the position of Police Officer in the City of Pasadena at the time of appointment shall apply to the position of Levels I and II of Reserve Police Officer.

2. The selection process and criteria for Level III Reserve Officers shall be established on a case-by-case basis, dependent on the function the individual will be required to perform. A written agreement shall be drafted and signed by the Reserve Administrative Coordinator, the Level III Reserve Officer and reviewed by the Command Staff. This agreement will specifically outline the nature and scope of duties the Level III reserve will perform. Amendments to above described agreement require a repeat of the procedures described above and require the consensus of all involved parties.

(d) Uniforms and Equipment:

1. Successful candidates appointed as Level I, II, or III reserve officers shall be issued specific equipment needed to discharge their duties within the department. Other authorized equipment is considered optional and will be the responsibility of the individual employee to purchase and maintain. Refer to sections 700, 701, 1024 and 1044 for equipment and grooming standards. Inform standards are specified in Pasadena Police Policy 1046.

(a) Level I and II Reserve officers shall be issued equipment in accordance with the above policies for sworn patrol personnel. Badges for these two reserve categories shall be Police Officer badges bearing a number from 500-599. The first set of uniforms, as specified in section 1046 for sworn personnel shall be purchased and maintained by the individual officer. With the exception of shoes, bicycle shoes, shoe boots, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(b) Level III Reserve officers shall be issued specific equipment in accordance with the above policies for Community Service Officer. The issued badge will be a Community Service Officer Badge. The first set of uniforms, as specified in section 1046 for Community Service Officer shall be purchased and maintained by the individual officer. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with the uniform replacement procedures.

(e) Probationary Requirements for newly hired Reserve Officers:

1. Newly hired reserve officers are subject to a probation period of eighteen months from the date of appointment during which time the officer will receive field
training. The probation period may be reduced to twelve months for Reserves who transfer from another Department and have met all other requirements of the Pasadena Police Department.

2. Prior to the expiration of the probation period, the Reserve Commander, in concert with the Reserve Staff and Reserve Coordinators, shall advise the Patrol Division Commander if the Reserve Officer has evidenced satisfactory progress, and recommend whether the Reserve Officer should be retained.

350.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS
Reserve Police Officers are volunteers and generally shall not be compensated for time in their role of supporting the police department. The uncompensated time shall include shift work and participating in ongoing training (range, continuing professional training, etc.)

Certain specific assignments shall be compensated based on established rates for Level I, II, or III reserve officers. Those assignments include court appearances in response to subpoenas, or special detail assignments including Rose Bowl events, Tournament of Roses, Old Pasadena, or other assigned details.

(a) Rates of pay are established for each reserve level and included in the Non-Rep Non-Management salary resolution.

(b) The reserve program is a volunteer organization and special compensated details are intended for occasional participation. Should circumstances require a reserve officer to work more than 40 compensated hours in a work week, however, they will be paid at 1.5 times the established rate for their classification beyond 40 hours.

As part time City employees, all reserve officers, not already enrolled in the PERS system, will be enrolled in the Public Agency Retirement System (PARS) and a percentage of all compensation earned will be deducted and deposited into their account. The balance in the PARS account will be distributed to the employee upon separation from the City of Pasadena.

350.3 DUTIES OF RESERVE OFFICERS
Reserve Officers shall be appointed by the Chief of Police, having met the initial training requirements of the State of California for Level I, II, or III Reserve Police Officer. Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Reserve officers will primarily be assigned to augment the Patrol Division but may be assigned to other areas within the Department as needed. Reserve officers are required to work an average of 20 hours per month.

(a) Level I Reserve Police Officers responsibilities while on duty, are identical to those of a regular police officer.

(b) Level II Reserve Police Officer responsibilities while on duty are identical to those of a regular police officer, however, Level II Reserve Police Officers must have immediate supervision of a peace officer who has graduated from a Post Basic Academy. (Regular Police Officer or Level I Reserve). Level II Reserve Police Officers may be
assigned to specific functions approved for Level II Reserve Police Officers without immediate supervision.

(c) Level III Reserve Police Officers must be supervised in the accessible vicinity by a Level I Reserve Police Officer or a regular police officer. Their duties, while in uniform, shall be restricted to limited support duties, to include but not limited to, traffic control, security at parades and sporting events, report writing, evidence transportation, parking enforcement and other duties likely to result in arrests. Level III Reserve Police Officers may be deployed for a variety of functions within the police department, based on their individual interests, experience and expertise.

350.3.1 POLICY COMPLIANCE

(a) Reserve Officers will:

1. Attend all training/business meetings as scheduled for the unit.
2. Maintain uniform and equipment in good condition.
3. Meet all ongoing training requirements for their classification.

(a) Proficiency must be maintained in the following areas:

1. Field performance
2. Basic report writing skills
3. Safe driving skills
4. Knowledge of Departmental Policies and Guidelines
5. Basic knowledge of local, state and federal laws.
6. Firearms and defensive tactics (Level I and Level II)

4. Be available for major events and emergency activation

(a) All Reserve personnel are required to work New Year’s assignments as well as other events and emergencies that may require a large number of police personnel. During a declared emergency (or as required by the Chief of Police, or designated appointee), reserve officers are subject to be “called to duty” any time of the day or night.

5. Perform an average of 20 hours per month within their classification.

(b) Level I Reserve Police Officer:

1. Reserve Police Officers who have completed the regular basic academy, or equivalent, and are assigned to general law enforcement duties may be granted 24 hour peace officer status, at the sole discretion of the Chief of Police. The authority of Level I Reserve Police Officers, so designated, includes the full powers and responsibilities of a peace officer as provided by Section 830.1 of the Penal Code (24 hour status). Level I Reserve Police Officers, who have met the training requirement for fulltime peace officers in the State of California, will not need to repeat this training if considered for fulltime status.
2. Reserve Police Officers, hired before January 2, 1997, who have completed POST modules A, B and C in an Academy and have completed 200 hours of structured field training, are Level I Reserve Police Officers, while continuously employed by the City of Pasadena. The peace officer authority of these Level I Reserve Police Officers extends only for the duration of their assignment to specific police functions.

3. Level I Reserve Police Officers will receive structured field training equivalent to that received by full time officers during their probation period with this department.

4. Each Level I Reserve Police Officer shall satisfactorily complete POST certified training of 24 hours or more at least every two years.

(c) **Level II Reserve Police Officer:**

1. Reserve Officer who have completed POST Module III & II in a reserve academy and met all other selection criteria are Level II Reserve Police Officers.

2. The peace officer authority of Level II Reserve Police Officers extends only for the duration of assignment to specific police functions [PC 832.6(a)(2)].

3. Level II Reserve Police Officers will be required to complete a structured field training program during their probation period with the department.

4. Level II Reserve Police Officers who have successfully completed field training will be deployed under the immediate supervision of an officer who has graduated from a basic police academy, or its equivalent, while working in a general law enforcement capacity.

(d) **Level III Reserve Officer:**

1. Reserve Officers who have completed POST Module III in a Reserve academy and are retained by this department for limited, specific responsibilities are termed Level III Reserve Officers. The peace officer authority of Level III Reserve Officers extends only for the duration of assignment to specific police functions [PC 832.6(a) (3)].

2. Level III Reserve Officers shall receive training specific to their job descriptions during their probation period with this department.

3. Continuing requirements of Level III Reserve Officers shall be outlined as part of their specific job descriptions when retained.

(e) **Assignments (Level I and Level II)**

1. An Important function of Level I and Level II Reserve Police Officers is to increase staffing levels of the Patrol Division.

(a) **Shift Coverage**

1. Qualified reserve officers may be deployed for any patrol shift, or partial shift when approved by the teams supervision. Assignments may include augmentation of service area coverage through beat
assignments, however the assignment of reserve officers is not intended to cover staffing shortages normally remedied by PCOT.

(b) "Q" Cars

1. The additional coverage afforded by reserve participation allows supervision the added flexibility of assigning "Q" cars during the shift to handle specific problem locations, or to handle specific types of calls based on the current needs of the team. Supervision may assign reserve officers as "Q" cars or allow regular members of the team to work "Q" cars and have the reserve officers cover a beat assignment.

2. Events

(a) The Event Planning Section is responsible for staffing special events including Tournament of Roses activities, Rose Bowl events, Old Pasadena foot beat and other planned activities in the City. Reserve officers are invited to participate in many of these assignments based on policies and protocols developed by the Event Planning staff.

3. Training

(a) Level I and II Reserve officers are required to maintain firearm qualification, certain perishable skills and mandatory training curriculum as ordered by the Police Department or the City of Pasadena. Reserve officers wishing to participate in other types of training must first secure approval from the Reserve Administrator and Patrol Division Commander.

4. It is recognized that individual Reserve Officers may have specific talent and capabilities that benefit the department in ways other than augmenting patrol. Upon approval of the Patrol Division Commander, a Reserve officer may be allowed to participate by working in specific areas of the department where that benefit can be achieved.

(f) Assignments (Level III)

1. Level III Reserve Officers assist the department in a variety of ways, based on the individual member's interests, experience, and expertise. Level III Reserve Officers may be deployed in the capacity of a Community Service Officer in patrol with duties to include handling traffic collisions and taking cold reports. Specific weekend shifts will be designated on an ongoing basis for Level III reserve officer deployment.

2. The nature and scope of each Level III Reserve Officer's duties shall be enumerated in an agreement between the Reserve Administrative Coordinator and the officer when originally retained. Amendments may be made necessary, with the consensus of both parties.

3. Events

(a) Certain positions staffed by the Event Planning Section may be available to Level III reserve officers. These may include traffic or barricade positions at Rose Bowl or other planned events in the City.
Reserve Officers

4. **Training**
   (a) While Level III reserves do not participate in firearms qualification, they are required to meet all mandatory training curriculum as ordered by the Police Department or the City of Pasadena.

(g) **Peace Officer Status**
   1. The Chief of Police may grant 24 hour peace officer status to designated Level I reserve police officers. In order to be considered for 24 hour peace officer status, the following criteria must be met:
      (a) Be qualified as a Level I Reserve Police Officer as required by the enabling Penal Codes [P.C. 832.6(a)(1) or 832.6(b)].
      (b) Meet one of the following criteria:
         1. Possess a California P.O.S.T. Modular Reserve Peace Officer Certificate.
         2. Have completed academy training that meets the minimum requirements established by the Commission on Peace Officer Standards and Training for deputy sheriffs and peace officers (Regular Basic Course).
         3. Have completed modules A, B, C and D of a recognized Reserve Police Officer academy.
         4. Possess a Reserve Police Officer Certificate issued prior to January 1, 1981.
   2. Reserve Officers not meeting the qualifications above have the peace officer powers and responsibilities as set forth in PC 830.6:
      (a) While performing duties for the department.
      (b) While making an arrest for an offense where there is an immediate danger to person or property.

(h) **Carrying weapons while off-duty**
   1. Level I Reserve Police Officers, designated for 24 hour peace officer status by the Police Chief, are considered peace officers 24 hours a day under P.C. 830.1 and thereby authorized to carry departmentally approved firearms while off-duty in the State of California.
   2. Level II Reserve Police Officers, or Level I Reserve Police Officers, not designated for 24 hour peace officer status, are authorized as peace officers during their specific assignment only. These officers are not allowed to carry firearms while off-duty unless they hold a valid concealed weapons permit.
   3. Qualified Level II and Level I (not designated for 24 hour peace officer status) Reserve Police Officers may be issued a California Concealed Weapons permit at the discretion of the Chief of Police (P.C. 12050(c)). Issued permits may be suspended or revoked if the Reserve Officer fails to maintain minimum...
Reserve Officers

requirements in the program or for the retention of the permit. The following criteria must be met prior to consideration:

(a) Have satisfied the current requirements for monthly meetings and training.
(b) Have satisfied the requirements for range training
(c) Have satisfied the requirements for monthly tours of duty

4. Level III Reserve Police Officers are not authorized to carry weapons, on or off-duty unless they possess a valid concealed weapons permit. They must follow the general guidelines for a CCW (qualifications, penal code, etc.). Level III reserve status will generally not be considered in issuance of such permit.

(i) Reserve Officer Separation:

1. Pasadena Police Reserve Officers may, upon the recommendation of the Reserve Program staff and the concurrence of the Patrol Division Commander, be honorably separated from the Police Department.

2. Separation is optional at age 50, or completion of 20 years of service, whichever occurs first.

3. Separation may occur at any time for medical or other reasons as determined by the Chief of Police.

4. Reserve Officers meeting the requirements of Reserve Officer Separation and completion of at least 10 years of honorable service as a reserve officer shall be issued a Pasadena Police Officer retirement identification card. ID cards for Level I reserve officers meeting the requirements, shall bear a CCW Approved endorsement (Penal Code 26300).

5. Retirement badges may be purchased by reserve officers who meet the listed criteria. The police department will not bear the cost of such badges.
Mutual Aid - Outside Agency Assistance

352.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

352.2 POLICY
It is the policy of the Pasadena Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

352.3 MUTUAL AID CALL-OUT
In the event of a state of emergency or local emergency, The Police Chief or a Division Commander will contact the sheriff of Los Angeles County. The Los Angeles County Sheriff, as area and region mutual aid coordinator, will contact the Office of Emergency Services in Sacramento for assignment of other resources. Usually, the Office of Emergency Services will be contacted directly.

352.3.1 DEFINITIONS
(a) **State of War:**
   1. Under a State of War Proclamation by the Governor of California, the Governor becomes the Commander in Chief of all resources in the State. Mutual aid is mandatory and notification of such action will be made to this Department by teletype.

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

(c) **Local Emergency:**
   1. A State or Local Emergency is proclaimed by the local governing board (Board of Directors) or the Chief Administrative Officer (City Manager). This proclamation is covered under the City Disaster Plan. Mutual aid is by agreement only, not mandatory.

The proclamation of a State or Local Emergency increases the police powers of the governing body. Special orders, making regulations to provide for the protection of lives and property (e.g. curfews), may be issued.
352.4 DAY-TO-DAY MUTUAL AID
Mutual aid is governed by agreements with other local agencies and is designed to deal with a single disturbance or event.

The requesting agency (local) remains in charge of the event.

(a) Mutual aid agreements are in effect with the following agencies and stations:

1. Alhambra
2. Burbank
3. Glendale
4. Monterey Park
5. San Fernando
6. San Gabriel
7. San Marino
8. South Pasadena
9. Los Angeles County Sheriffs Department (E.O.B.)

352.4.1 MUTUAL AID AGREEMENTS CONTAIN THE FOLLOWING PROVISION:

(a) Mutual aid will be requested when the event is beyond the control or exceeds the operational capabilities of the local jurisdiction.

(b) Mutual aid provided is subject to recall at any time by the providing agency.

(c) When possible mutual aid units will be deployed as a unit using familiar equipment.

(d) For and "unplanned event" and mutual aid is requested, up to 50% of the "on-duty" Field Operations Division personnel may be deployed to assist the requesting agency.

(e) No compensation is required from the requesting agency.

(f) Assisting agencies will not be asked to unreasonably deplete their own forces. Their first responsibility is to their own jurisdiction.

(g) Mutual aid under these agreements is normally requested by the Chief of Police or the highest ranking on-duty officer.

(h) Assisting units will be provided with subsistence items (food and shelter) when it appears an extended commitment is necessary.

(i) Assisting units will be released to their home jurisdiction as soon as is consistent with the proper handling of the event.
352.5 ASSISTANCE TO AGENCIES OUTSIDE THE CITY
When an officer is on-duty and is requested by an allied agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the immediate supervisor or the Watch Commander. If the request is of an emergency nature, the officer shall notify the Communications Section before responding and thereafter notify a supervisor as soon as practical.

352.6 ASSISTING OUTSIDE AGENCIES
Generally, requests for any type of assistance from another agency should be routed to the Watch Commander’s office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

352.6.1 INITIATED ACTIVITY
Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Pasadena Police Department shall notify his/her supervisor or the Watch Commander and Communications Section as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

352.7 REQUESTING OUTSIDE ASSISTANCE
If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.
**Mutual Aid - Outside Agency Assistance**

352.8 REPORTING REQUIREMENTS
Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

352.9 MANDATORY SHARING
Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Deputy Chief or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:
   1. The use of the supplies and equipment.
   2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Communications Section and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Sergeant should maintain documentation that the appropriate members have received the required training.

352.10 REFERENCE

POLICY MODIFIED 7/17
Registered Offender Information

356.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Pasadena Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

356.2 POLICY
It is the policy of the Pasadena Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

356.3 REGISTRATION
The Criminal Investigations Division supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

356.3.1 CONTENTS OF REGISTRATION
The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph, and any other information required by applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

356.4 MONITORING OF REGISTERED OFFENDERS
The Criminal Investigations Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

(b) Review of information on the California DOJ website for sex offenders.

(c) Contact with a registrant’s parole or probation officer.
Any discrepancies should be reported to the California DOJ.

The Criminal Investigations Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Pasadena Police Department personnel, including timely updates regarding new or relocated registrants.

356.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Pasadena Police Department’s website. Information on sex registrants placed on the Pasadena Police Department’s website shall comply with the requirements of Penal Code § 290.46.

The Administrator may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

356.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

(a) The offender’s full name
(b) The offender’s known aliases
(c) The offender’s sex
(d) The offender’s race
(e) The offender’s physical description
(f) The offender’s photograph
(g) The offender’s date of birth
(h) Crimes resulting in the registration of the offender under Penal Code § 290
(i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).
356.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).
Major Incident Notification

358.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

358.2 POLICY
The Pasadena Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

358.3 MINIMUM CRITERIA FOR NOTIFICATION
Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Division Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shooting Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Pasadena official
- Arrest of a department employee or prominent Pasadena official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

358.4 WATCH COMMANDER RESPONSIBILITY
The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

358.4.1 STAFF NOTIFICATION
In the event an incident occurs described in Policy Manual § 358.2, the Chief of Police shall be notified along with the affected Division Commander and the Detective Lieutenant if that division is affected.
358.4.2 DETECTIVE NOTIFICATION
If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

358.4.3 TRAFFIC SECTION NOTIFICATION
In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Traffic Lieutenant.

358.4.4 PUBLIC INFORMATION OFFICER (PIO)
The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.
Death Investigation

360.1 PURPOSE AND SCOPE
The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

360.2 INVESTIGATION CONSIDERATIONS
Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor shall be notified in all death investigations.

360.2.1 CORONER REQUEST
Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).

(b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.

(c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.

(d) Known or suspected homicide.

(e) Known or suspected suicide.

(f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.

(g) Related to or following known or suspected self-induced or criminal abortion.

(h) Associated with a known or alleged rape or crime against nature.

(i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.

(j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.

(k) Accidental poisoning (food, chemical, drug, therapeutic agents).
Death Investigation

(l) Occupational diseases or occupational hazards.

(m) Known or suspected contagious disease and constituting a public hazard.

(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.

(o) In prison or while under sentence. Includes all in-custody and police involved deaths.

(p) All deaths of unidentified persons.

(q) All deaths of state hospital patients.

(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.

(s) All deaths where the patient is comatose throughout the period of the physician’s attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

360.2.2 SEARCHING DEAD BODIES
The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

360.2.3 SUSPECTED HOMICIDE
If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Criminal Investigations Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation. Officers on scene should:

(a) Digitally record the statements of all witnesses on scene and witnesses discovered during canvassing.

(b) Minimize foot traffic in the area of the decedent.
(c) Inspect the hands, clothing and footwear of involved persons for blood and fiber evidence or consideration for a GSR test.

(d) Consider use of a bloodhound to track suspect

360.2.4 EMPLOYMENT RELATED DEATHS OR INJURIES
Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)).

360.3 DEATH INVESTIGATION REPORTING
All incidents involving the death of a person shall be documented on the appropriate form unless specified in Procedure Manual 360.4p.

360.4 REFERENCE
See PPD Procedure Manual Section 360p for Coroner, non-Coroner and case procedures and procedure for property disposition.
Identity Theft

362.1 PURPOSE AND SCOPE
Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

362.2 REPORTING
(a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) The reporting officer should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

(f) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.
Private Persons Arrests

364.1 PURPOSE AND SCOPE
This policy is to provide guidance for the handling of private person’s arrests made pursuant to Penal Code § 837. Officers of the Pasadena Police Department will receive any person arrested by a private person for a criminal offense when that arrest is lawful, or when there is probable cause to believe the arrest is lawful.

364.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS
Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person’s arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person’s arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to affect a private person’s arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

364.3 ARRESTS BY PRIVATE PERSONS
Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

364.4 OFFICER RESPONSIBILITIES
Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any officer determine that there is no reasonable cause to believe that a private person’s arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.

2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

3. Prior to releasing the arrested individual pursuant to Penal Code § 847(b)(1), the officer shall:
   
   (a) Have the refusal to accept custody of the arrestee approved by a supervisor.
   
   (b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
   
       (a) Take the individual into physical custody for booking
       (b) Release the individual pursuant to a Notice to Appear
       (c) Release the individual pursuant to Penal Code § 849

   c. In all circumstances, the officer shall summon a field supervisor to the scene of the incident for review of circumstances.

364.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.
Arrest Approval Policy

365.1 PURPOSE AND SCOPE
The authority to affect the arrest of an individual and thereby effectively suspend civil liberties is a significant responsibility. It is therefore the policy of the Pasadena Police Department that a supervisor review and approve arrests by officers to: ensure that the civil rights of individuals are being protected, that the City of Pasadena, the Pasadena Police, Department, and arresting officer are not unduly subjected to liability and that the arrest is appropriate given the totality of circumstances.

365.2 ARRESTS BY OFFICERS
(a) When an officer has taken a person into custody, he/she shall request that a field supervisor respond to his/her location so that the supervisor can be briefed as to the circumstances of the arrest. Corporals are authorized to approve misdemeanor arrests. The supervisor shall either approve the arrest or suggest an alternative course of action.

(b) While it is highly desirable that arrest review and approval be conducted at the arrest location, supervisors retain discretion, based upon operational needs, toreview and approve the arrest of an individual via radio or telephone. In doing so, the involved supervisor must objectively evaluate the reasonableness of exercising this option and maintain the same degree of responsibility for their decision.

(c) Officers are always encouraged to seek the advice and approval of a supervisor when circumstances cause the prudence of an arrest to be questioned. It is recognized, however, that there are specific situations where requiring an arrest approval would not be in the best interest of the Department. The following circumstances shall generally be excluded from the mandatory requirement that arrests be approved by a supervisor:

1. Warrant arrests for misdemeanors or felonies where there is reasonable belief that the arrestee is the individual listed in the warrant. A Sergeant shall be called for arrest approval whenever use of force against the arrestee has been used.

2. Arrests made on open cases where a case number has previously been issued. The arrest should be based on the totality of the circumstances. The charge, date of occurrence, etc. should be considered.

3. Arrests for sections 23152/23153 of the Vehicle Code where the officer has formed the opinion that a driver is under the influence through observed driving, field sobriety tests and/or objective observations.

4. Arrests for violations of the Vehicle Code when the arrestee is cited and released in the field.
Arrest Approval Policy

5. Arrests for violations of the Pasadena Municipal Code when the arrestee is cited and released in the field.
Anti-Reproductive Rights Crimes Reporting

366.1 PURPOSE AND SCOPE
This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

366.2 DEFINITIONS
Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

(a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant

(b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant

(c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility

366.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

(a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.

(b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Investigation Division Commander.

(c) By the tenth day of each month, it shall be the responsibility of the Investigation Division Commander to ensure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.

1. In the event that no ARRC(s) were reported during the previous month, a Summary Worksheet shall be submitted to Department of Justice with an indication that no such crimes were reported.
2. Any ARRC(s) reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s).
Communications with Persons with Disabilities

370.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

370.1.1 DEFINITIONS
Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

370.2 POLICY
It is the policy of the Pasadena Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

370.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR
The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Strategic Services Division Commander or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

(a) Working with the City ADA coordinator regarding the Pasadena Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.
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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Administrator. The list should include information regarding the following:
   1. Contact information
   2. Availability

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

370.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.
370.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems. Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.
(b) The nature, length and complexity of the communication involved.
(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Pasadena Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

370.6 TYPES OF ASSISTANCE AVAILABLE
Pasadena Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.
Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

370.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

370.8 QUALIFIED INTERPRETERS
A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.
(b) Experienced in providing interpretation services related to law enforcement matters.
(c) Familiar with the use of VRS and/or video remote interpreting services.
(d) Certified in either American Sign Language (ASL) or Signed English (SE).
(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

370.9 TTY AND RELAY SERVICES
In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).
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Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

370.10 COMMUNITY VOLUNTEERS
Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

370.11 FAMILY AND FRIENDS
While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

370.12 REPORTING
Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual’s express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.
370.13 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual’s preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

370.13.1 FIELD RESOURCES
Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

370.14 CUSTODIAL INTERROGATIONS
In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual
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has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written Miranda warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

370.15 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee’s health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

370.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.
Disabled Persons

371.1 PURPOSE AND SCOPE
This policy will provide guidance for the Pasadena Police Department to ensure that a consistently high level of police service is provided to all members of the community including people with disabilities. This Department will adhere to the definitions and requirements set forth in the Americans with Disabilities Act (ADA).

371.2 POLICY
It is the policy of the Pasadena Police Department to afford people with disabilities, the same access to programs and services, provided to all citizens. In addition, first responders will recognize the nature and characteristics of various disabilities and appropriate physical and emotional support to people with disabilities who seek to access police services or who come into contact with the police. The term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or being regarded as having such an impairment.

(a) Some examples of these additional services are:

1. Recognizing seizure symptoms and providing appropriate medical and emotional support;
2. Sensitivity to and appropriate physical support in aiding people who are mobility impaired;
3. Prompt access to communication aids and services for people with vision, hearing and/or speech disabilities who have a need to communicate with police personnel;
4. 24-hour access to professional support systems for people with mental disabilities;
5. Access to police information, programs, and publications for people who have impaired vision or hearing;
6. Recognizing differences between characteristics associated with antisocial behavior, criminal behavior, and reactions to alcohol and drug abuse and similar characteristics common to certain disabilities, such as epilepsy, diabetes, and deafness;
7. Provision of reasonable accommodations to ensure service and access to all people with visual, mental, emotional and medical disabilities including "invisible" disabilities such as diabetes, epilepsy, multiple sclerosis, loss of hearing and others.
371.3 DEVELOPMENTAL DISABILITY
The term Developmental Disability refers to anyone or a combination of three types of impairment that affect people at birth or in their early years.

(a) Mental Retardation

1. Individuals with this disability have an impaired ability to perform daily life functioning due to significantly below average intelligence. Nevertheless, a low intelligence score alone does not necessarily indicate mental retardation. There is no uniform description of this disability to alert police officers that a person is mentally retarded; individuals with this disability display different characteristics in varying degrees of intensity; they may not appear mentally challenged; and they will not all act in the same manner when confronted by police.

2. Officers should be aware of the following about people with this disability:
   (a) They may have limited speech or no speech at all.
   (b) They may be frightened and unable to respond from fear.
   (c) They may respond to questions, improperly, with no intention of attempting to deceive.
   (d) A response may be inappropriately given out of fear of disapproval or in an attempt to please.
   (e) Normal use of medication may be responsible for suspiciously slow speech, reactions, or manner of walking.
   (f) An officer's calm, patient attitude will prove to be the most effective tool.
   (g) Some individuals know the identity of parents and social workers and the address of where they reside. Those who don't know this information will sometimes have it printed on a card in their personal property and/or located on an I.D. bracelet.

371.4 CEREBAL PALSY
Cerebral Palsy (often referred to as CP) results from damage to the central nervous system before birth or early in life. Cerebral refers to the brain, and Palsy to a disorder of movement or posture. There is little relation to level of intelligence.

CP is characterized by an inability to fully control motor functions of the body that suggests that the person may be ill or drugged. Furthermore, a person who has CP may have spasms, involuntary movements, and unusual walking gait, seizures, problems with coordination, and impaired sight, hearing, or speech.
371.5 EPILEPSY
Epilepsy is a symptom of a disorder of the central nervous system occurring either as a result of head trauma or as a condition from birth.

(a) Usually, an employee will encounter an epileptic person as a result of a medical assist or "person down" call. In those situations, one of the following three seizure patterns will be visible:

1. The Grand Mal convulsion consists of a loss of consciousness, stiffening, muscle rigidity, and spasms.

2. The Petit Mal seizure may not be readily recognized, as it usually consists of a lapse of attention lasting from 5-25 seconds and gives the appearance of daydreaming or staring.

3. The Psychomotor seizure may be seen only as staring confusion, dizziness or fear, or other behavior such as lip smacking or erratic arm movement.

4. On the scene of a seizure, employees should keep the person from getting injured by removing objects from the area which might cause injury (chairs, tables, etc.). His/her movements should not be restrained, nothing should be placed between the teeth and nothing should be given to drink.

5. If the person is still unconscious after the seizure, he/she should be turned on his/her side, with the face turned downward, then call for medical assistance.

371.6 AUTISM
(a) Autism is a severely incapacitating lifelong developmental disability, not a psychological disorder.

1. Common characteristics of people who have autism include:
   (a) Lack of physical, social, and learning skills.
   (b) Irregular rhythm of speech and limited understanding or use of words.
   (c) Irregular responses to sensations: sight, hearing, touch, pain, balance, smell, taste, etc.
   (d) Relating to objects, events, and other people in ways that seem irregular or lacking in responsiveness.

2. Autism is perhaps the most challenging disability with which to cope as an employee. The actions of autistic persons may seem to be hostile, antagonistic, bizarre, or drug induced. They may sometimes feel pain when others would not, and other times feel no pain. Employees may be drawn to them by their "odd" behavior. Autistics' individuals may show a fascination with an inanimate
object, walk into traffic without looking, or be engaged in other aggressive or self-injurious behavior.

3. Employees should resist the natural tendency to counter aggression or non-compliance with physical control since merely touching a person with autism might cause them to flee. Attempting to confine them in the back seat of a patrol car might cause them great fear and resistance.

4. Quite often, when employees come into contact with an individual that has autism, they will be in their neighborhood or where family or friends are near. There are no hard and fast rules for dealing with an autistic person. An employee should take a calm, persistent approach when dealing with an autistic person.

371.7 MOBILITY DEVICES

(a) Many types of mobility devices are used by people with disabilities that impair the use of legs and lower back muscles, and sometimes arms and hands: manual wheelchairs, power wheelchairs, 3-wheel electric scooters, 4-wheel electric scooters, and even Segways. Often, but not always, people who use electric scooters and Segways are able to stand up and walk on their own for very short distances. Conditions that affect only the lower limbs are called paraplegia, and conditions that affect three or four limbs are called quadriplegia.

(b) Wheelchairs and scooters can be used to conceal a weapon or contraband. In addition, these mobility devices have sufficient battery power and weight to potentially cause injury if propelled into an officer.

(c) Some of the disabilities that most often lead a person to use a mobility device include:

1. Spinal Cord Injury-Damage to the spinal cord from an accident or from violence; the higher up the spine, the greater is the loss of muscle function and the operation of internal organs involved with bladder control, excretion, and breathing. Also, regulation of body heat may be poor and very sensitive to changes in the environment. People with severe spinal cord injury may require mechanical aid during the day and when asleep at night.

2. Post-Polio- Muscle paralysis due to a viral infection that often occurs during childhood, but can infect adults also. The effects of polio very greatly among individuals with this disability, ranging from slight irregularity in gait, to lifetime use of crutches, wheelchairs, scooters, and mechanical breathing aids.

3. Multiple Sclerosis-a deterioration of the insulation around nerve cells causes various limitations in daily functioning, walking, and adjusting to warm environments. At first the condition is mild and intermittent, but it progresses over time to require the use of crutches, wheelchairs, and sometimes mechanical breathing aids.
4. Amputation—removal of part of one or both lower extremities typically requires a person to use a mobility device if leg prostheses are not used.

5. Other conditions that may lead a person to use a mobility device include arthritis, diabetes, and cerebral palsy.

(d) Before pushing either a manual wheelchair or a battery powered wheelchair or scooter, the officer should check that any hand brake is in the off position and that any motors are disengaged from their drive shafts.

(e) If a need arises to transport a wheelchair or scooter and the individual who uses the device, follow the procedures given the department policy for arresting individuals with disabilities.

371.8 IMPAIRED HEARING AND IMPAIRED SPEECH

Deaf or hearing impaired people often feel extremely isolated from society because of their inability to participate in much of the environment around them. There is a high risk to police officers because deafness is not an apparent disability and lack of response to verbal commands may be interpreted as disrespectful or aggressive behavior.

(a) Sign language, not English, is usually a deaf person's first language. Sign language is a visual mode of communication, not a written one. Officers should be patient and considerate when they attempt to communicate.

(b) After correctly assessing that the arrested person is deaf or non-speaking, the arresting officer shall:

1. Get the person's attention. A wave, or other visual sign will usually accomplish this.

2. Speak slowly and clearly. The officer should not yell, or over pronounce words. Short sentences should be spoken, remembering that roughly 30% of deaf persons read lips.

3. Officers should avoid standing in front of a light source such as the sun or a bright light as the deaf person cannot see the officer clearly.

4. Repeat or rephrase a thought before abandoning the question. Often, the person may have missed only a word or two.

5. Use paper and pen if necessary. Getting the message across is more important than the medium used.

6. If possible, get a qualified interpreter for any extended questioning. Contact the Communications Section for interpreter notification.

(c) When it becomes necessary to arrest and book deaf and non-speaking persons, officers will obtain a supervisor's approval and explain fully the nature of the arrest.
In addition, officers will verbally advise jail personnel of the deaf and non-speaking status of the arrestee. (See policy 370)

371.9 IMPAIRED VISION
The sense most used to identify the environment is not available to a blind person. An employee should keep that in mind when encountering a legally blind person (a person who has some limited sight) or blind person (who has no vision). An employee should immediately identify himself/herself. Employees should offer assistance if it appears to be needed. If help is declined, a Police Department employee should respect the desire to be self-sufficient.

(a) Blind persons should be spoken to in a normal tone of voice. The employee should insure he/she knows they are being spoken to, possibly by a touch on the shoulder or arm. (Note: Prior to any physical contact, the employee should advise the party of the intended contact)

(b) Allow a blind person to grasp the employee arm just below the elbow to be led. A blind person should not be taken by the arm. The employee should walk slightly in front of the blind person and stop completely before going up or down stairs or curbs. The person should be told about elevation changes.

(c) When entering a doorway, the blind person should be told the direction in which the door opens and allow them to grasp the door behind the employee as they enter.

(d) If the individual is accompanied by a guide dog, it is appropriate to give the command, "follow," or the blind person may drop the harness and hold the employee's arm in the prescribed manner.

(e) An officer should be certain to read aloud to the blind person, in its entirety, any document or report that the blind person is to sign. Whenever practical the conversation with regards to signing any document should be audio record for the sake of future reference.

371.10 ARRESTING DISABLED PERSONS
(a) This order establishes the department's approach on dealing with the processing of disabled arrestees.

1. Developmentally Disabled Persons- arrested by the Pasadena Police Department who require incarceration, shall be transported and booked at the appropriate Los Angeles County Jail Facility. If an arrestee already booked into the facility is discovered to be developmentally disabled, the following procedure shall apply:

   (a) All Developmentally Disabled arrestees' shall be segregated in accordance with Article 5, Section 1057, Title 15, of the California Code of Regulations (C.C.R.). For the purpose of complying with Section 1057 of
the Minimum Jail Standards, inmates shall be considered developmentally disabled if they are disabled due to mental retardation, cerebral palsy, epilepsy, autism, or a combination of these handicaps.

(b) Upon identification that an inmate is developmentally disabled, the duty jailer will notify the Los Angeles County Jail Watch Commander at Twin Towers and receive an approval for booking. The duty jailer shall notify the Watch Commander and immediately take steps to ensure the safety of the developmentally disabled prisoner during processing through the jail. The arrestee should be immediately transported to the appropriate County Jail Facility as directed by the on-duty LASD Jail Watch Commander.

(c) Notification of a Regional Center for the Developmentally Disabled will be the responsibility of the County Jail Facility booking and housing the arrestee. The Police Department processing employee should check the arrestee for a medical alert identification bracelet.

371.11 TRANSPORTATION OF PERSONS WITH DISABILITIES IN MOBILITY DEVICES

(a) Special consideration is required when transporting a person with a disability who is in a wheelchair or other mobility device. When disabled persons in mobility devices are arrested or require placement of a WIC evaluation hold, such persons will be transported by patrol car whenever possible. However, prior to transport, officers shall ask the disabled person if there is any medical reason they cannot be removed from their mobility device for transport by patrol car.

(b) If the person says they cannot be removed from their mobility device, then special transportation by the jail transport truck or lift-van shall be made. One officer is required to accompany the person in the truck or lift-van. Officers are not required to accompany the transport of just the mobility device.

1. If the person says he or she can be removed from their mobility device:
   (a) Officers will assist the disabled person into the squad car, using care and caution.
   (b) A collapsible mobility device shall be transported in the trunk of the squad car.
   (c) A non-collapsible mobility device will be transported separately by the jail transport truck or a lift-van to the location where the disabled individual is taken by squad car. Officers are not required to accompany the transport of just the mobility device.

2. If the person says he or she cannot be removed from their mobility device:
Disabled Persons

(a) Transportation by the jail transport truck or lift-van shall be made for both the person and the mobility device.

(b) One officer is required to accompany the person in the truck or lift-van.

(c) If the person says they can be removed from their mobility device, Officers will assist the disabled person into the squad, using care and caution.

(d) All mobility devices shall be taken to the transport location of the disabled person, with collapsible mobility devices transported in the trunk of the squad. When a person with a motorized mobility device is transported by squad, the Jail transportation truck or lift-van shall be used to transport the mobility device to the disabled person’s location.

(e) Officers should contact the jail to determine suitability of the PPD jail or make arrangements for the arrival of the disabled person at the appropriate facility.

(f) Officers shall follow department searching guidelines and use appropriate restraining procedures when dealing with disabled persons in mobility devices. Extra care shall be exercised during these procedures due to the arrestee’s physical and/or medical conditions.

371.12 MIRANDA WARNINGS

It is the policy of the Pasadena Police Department to afford every individual their Constitutional Rights as defined in the Miranda Decision regardless of any impairment they may experience.

(a) When conducting an interview requiring the reading of the Miranda Warning to a person who is profoundly hearing impaired, deaf, or non-speaking, officers shall utilize the "Warning and Consent to Speak for the Hearing Impaired" form, provided wherein the individual may READ his/her Miranda Warnings.

1. If an interpreter is requested, the officer will: a. Discontinue any interview. b. The Jail Supervisor shall contact a qualified interpreter and maintain a current file of qualified interpreters.

2. Upon arrival of such interpreter and verification that Miranda has been read and understood, the officer may continue the interview.

3. If an interpreter is not requested, the officer shall direct the subject to the part of the form, which advises of the Miranda Warnings.

(b) When conducting an interview requiring the reading of the Miranda Warning to people with cognitive disabilities, every effort should be made to ensure that they understand the Miranda Admonition. This may entail utilizing simplified language and tape recording the interview, for example: "You don't have to talk to me." "If you do, anything you say can be used against you in court." ** "You can talk to a lawyer first."
** "If you can't pay for a lawyer, we/I will get one for you, free." ** Explain further and check for understanding.

(c) WARNING AND CONSENT TO SPEAK FOR THE HEARING IMPAIRED

1. At this time we are notifying you that under Federal Law 94.142, Section 504, you have the right to an interpreter at no cost to you. We will delay the interview, pending the appearance of a qualified interpreter.

   (a) Do you request a qualified interpreter? YES ___NO___ Signature ____________________

   1. YOU HAVE THE RIGHT TO REMAIN SILENT.

   2. IF YOU GIVE UP THE RIGHT TO REMAIN SILENT, ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN A COURT OF LAW.

   3. YOU HAVE THE RIGHT TO SPEAK WITH AN ATTORNEY AND HAVE THE ATTORNEY PRESENT DURING QUESTIONING.

   4. IF YOU SO DESIRE AND CANNOT AFFORD ONE, AN ATTORNEY WILL BE APPOINTED FOR YOU WITHOUT CHARGE BEFORE QUESTIONING.

   5. DO YOU UNDERSTAND EACH OF THESE RIGHTS I HAVE EXPLAINED TO YOU? (answer)________ (initial)

   6. DO YOU WISH TO GIVE UP YOUR RIGHTS AS STATED ABOVE? (answer)_______ (initial) Signature_______________________ Date/Time:

   7. CERTIFICATION I hereby certify that the foregoing Warning and Consent to Speak form was read to the above signatory, and that he/she has affixed his/her signature hereto in my presence.

   8. Witness: Signature - Officer I hereby certify that I am a qualified interpreter for the profoundly hearing impaired and that I have translated the foregoing Warning and Consent to Speak to (Name) Explained: (interpreter) Witness:

371.13 TRAINING

In an effort to ensure that all employees having contact with those in custody are properly trained, this department will provide periodic training in the following areas:

(a) Employee awareness of related policies, procedures, and available resources

(b) Employees having contact with those in our custody are trained to properly evaluate and transport mobility disabled persons
Disabled Persons

(c) Training for FOD and jail staff, even if they may not interact regularly with disabled individuals, in order that they remain fully aware of, and understand this policy, so they can reinforce its importance and ensure its implementation by staff.
Mandatory Employer Notification

372.1 PURPOSE AND SCOPE
The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

372.2 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING
In the event a school employee is arrested for any offense enumerated below, the Chief of Police or his/her designee is required to report the arrest as follows.

372.2.1 ARREST OF PUBLIC SCHOOL TEACHER
In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

372.2.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE
In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

372.2.3 ARREST OF PRIVATE SCHOOL TEACHER
In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).
**Mandatory Employer Notification**

372.2.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR
Upon the arrest of a community college teacher or instructor for any offense listed in Penal Code § 290 or any offense listed in subdivision (1) of Penal Code § 261, the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Penal Code § 291.5).

372.2.5 ARREST OF COMMUNITY COLLEGE INSTRUCTOR
In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor’s Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

372.3 POLICY
The Pasadena Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

372.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES
In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).
Biological Samples

374.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

374.2 POLICY
The Pasadena Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

374.3 PERSONS SUBJECT TO DNA COLLECTION
Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.
(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.
(c) An adult arrested or charged with any felony.

374.4 PROCEDURE
When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

374.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.
(b) Verify that a biological sample has not been previously collected from the offender by querying the individual’s criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.
(c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.
374.5 USE OF FORCE TO OBTAIN SAMPLES
If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person’s parole or probation officer when applicable.
(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.
(c) The judge at the person’s next court appearance.
(d) The person’s attorney.
(e) A chaplain.
(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.
(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

374.5.1 VIDEO RECORDING
A video recording should be made anytime force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department’s records retention schedule (15 CCR 1059).

374.5.2 CELL EXTRACTIONS
If the use of force includes a cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the Department for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).

374.6 LEGAL MANDATES AND RELEVANT LAWS
California law provides for the following:

374.6.1 DOCUMENTATION RELATED TO FORCE
The Watch Commander shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization shall include information that the subject was asked to provide the requisite specimen, sample or impression and refused, as well as the related court order authorizing the force.
374.6.2 BLOOD SAMPLES
A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or
(b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

374.6.3 LITIGATION
The Chief of Police or authorized designee should notify the California DOJ’s DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state’s DNA Data Bank Program.
Chaplain Program

376.1 PURPOSE AND SCOPE
It shall be the policy of this department to maintain the position of Chaplain in order to provide a source of spiritual and emotional support, guidance, and crisis intervention for those personnel, police family members, and community residents, who wish to avail themselves of such services.

It shall further be the policy of this department that such Chaplains shall be selected from the Pasadena Community. Selected individuals must be ordained clergy from within an established and recognized faith community.

The Chaplain Program shall be a non-denominational, ecumenical ministry provided by volunteer clergy without financial compensation.

376.2 SELECTION PROCESS
Chaplains selected in the program shall meet the following additional criteria:

(a) Shall be active in the Pastorate in related ministry within their own denomination.
(b) Shall exhibit and maintain high spiritual and moral standards.
(c) Shall possess a valid and current California Drivers License.
(d) Shall possess a willingness to be involved in the training that will enhance the chaplain's efficiency in dealing with police related incidents.
(e) Each chaplain candidate shall fill out an application, be subject to a background check and sign a liability waiver form.
(f) A member of the Chaplain Corps shall serve at the pleasure of the Chief of Police. When a duly appointed Pasadena Police Department Chaplain Corps member wishes to discontinue his or her service, a formal letter shall be submitted to the Police Chief and all forms of Department identification must be turned in to the Volunteer Coordinator.
(g) The Chief of Police will have final approval of all candidates for the Chaplain Corps. The selection process will consist of oral interviews as determined by the Chief of Police and a background check. The program will be monitored by the Volunteer Coordinator.
(h) Members of the Police Chaplain Corps may serve as advisors to the police chief in all matters pertaining to moral, spiritual, and religious welfare of police personnel within guidelines by the Establishment Clause of the First Amendment of the Constitution (separation of church and state).
(i) Members of the Chaplain Corps will facilitate the link between the police department and the community.
(j) The Chaplain Corps is entirely voluntary and each person accepted into its ranks must possess deep and strong convictions regarding service to the community, while at the same time, having a firm grasp of the limitations imposed by the Establishment Clause of the First Amendment of the Constitution.

(k) Candidates must complete the PPD Citizen Police Academy before becoming eligible for selection into the Chaplain Corps. Those selected for participation in the Chaplain Corps must participate in training as designated by the Chief of Police.

376.3 ROLE OF CHAPLAIN CORPS IN COMMUNITY POLICING PLAN

(a) The Chaplain, by virtue of his or her office and presence, can be a peacemaker in volatile situations such as family disturbances, hostage negotiations and attempted suicides.

(b) The Chaplain can be the link between the police and the community for essential communications.

(c) The Chaplain can use his or her abilities to relate sad news with empathy, dignity and sympathy such as death notifications, serious injury and other related situations that require the attentions of the police.

(d) The Chaplain has counseling abilities that establish a natural rapport with people of all walks of life. Upon request the chaplain may be used in such counseling situations as sexual assault victims, drug abuse, child abuse, alcohol abuse, juvenile matters, domestic violence situations and all crisis intervention situations.

(e) Upon request, the Chaplain may also offer the same services to police department personnel and their families. This must, of course, be completely voluntary and not at the direction or insistence of the police department.

(f) Chaplain Corps members, upon request may make hospital visitations to officers and their families.

(g) When appropriate, the Watch Commander may notify a Chaplain Corps member in the event of injury or death of a member of the police department.

(h) Chaplain Corps members, upon request, may conduct funeral services for officers and their families.

(i) Chaplain Corps members, upon request, may offer the invocation and benediction at official police department functions.

(j) Upon request by any members of the police department, the Chaplain Corps member may, with legal authority, solemnize a marriage ceremony.

376.4 DUTIES AND RESPONSIBILITIES

(a) Duties:
Pasadena Police Department
Policy Manual

Chaplain Program

1. A Chaplain Corps member is not a law enforcement officer. He or she shall assist the law enforcement officer and be under the officer's jurisdiction at all times.

2. The Chaplain Corps member shall be allowed the privilege of engaging in follow-up work, should he deem it beneficial. In such instances, the Chaplain shall conduct follow-up work as clergy not as a representative of the Pasadena Police Department.

3. The Chaplain Corps member shall come to the aid of an officer in trouble, as such action is expected of any private citizen.

4. The Chaplain Corps member shall not release information to the news media, insurance agencies etc. on any case which has been brought to his or her attention, or in which a Chaplain has participated while on assignment with the Pasadena Police Department.

5. Members of the Chaplain Corps shall not make any detrimental or adverse statements or comments with reference to police activities other than in a manner authorized by the department policy and procedures. A sense of loyalty to the department shall be maintained.

6. A well-dressed chaplain is necessary for the image of the Chaplain Corps as well as the Pasadena Police Department and the community. All Chaplains shall be neatly and appropriately dressed.

7. Duly appointed Chaplains shall be issued appropriate police identification. Police Chaplains shall carry I.D. at all times should a situation arise where a chaplain could lend assistance.

8. The Volunteer Coordinator shall serve as liaison between the Chaplain Corps and the Police Department. The Coordinator shall assist in the selection of Police Chaplains and see that all Chaplains adhere to all departmental rules and regulations.

9. It shall be the responsibility of the Volunteer Coordinator to see that all program goals and objectives are carried out.

(b) Police Chaplain Corps members will be required to participate in any or all of the following areas:

1. On Duty - participation in periodic ride along with officers. Will provide counseling or other assistance only when requested to do so by the officer.

2. On Call - in accordance with prearranged call-out schedules, on-call chaplains shall respond to emergency situations upon request.

3. Referral- Chaplains who avail themselves to police referrals shall advise the Chaplain Coordinator of their office hours. Referral Chaplains may also refer
to special organizations that deal with alcohol and drug rehabilitation, gang violence, child abuse, and other crisis intervention.

(c) The Volunteer Coordinator as designated by the Chief of Police, shall furnish and keep current:

1. Duty Roster-Schedule of on-duty Chaplains.
2. Roster of on-call Chaplains.
3. Complete list of referral Chaplains.

(d) Every member of the Chaplain Corps arriving at the station for official duty shall sign in with the Watch Commander on duty. At the end of watch, every Chaplain shall complete an activity log. Every Chaplain performing any departmental function away from the station shall fill out an activity log and forward it to the Chaplain Liaison.

(e) In the event a Chaplain is requested, the Watch Commander on duty shall make the final determination, and make notification through the Chaplain call-out list.

376.4.1 OTHER RESPONSIBILITIES
Chaplains are subject to the following expectations:

(a) Be willing to enter into training courses to enhance their effectiveness.
(b) Assist in contacting the assisted person's personal clergyperson as soon as possible.
(c) Should a person request a representative/minister of a specific denomination other than a department chaplain, the on-scene chaplain will contact the appropriate clergy as requested.
(d) Make referrals in cases where specialized attention is needed, or in those cases that are beyond the chaplain's ability to assist.
(e) Chaplains may not accept gratuities offered for their services or follow-up contacts while functioning as a chaplain for the Pasadena Police Department.

376.5 CONFIDENTIALITY
Except as otherwise specified, matters of a personal nature that are discussed between chaplains and others shall remain private and confidential. Members of the clergy are not required to reveal penitential communications; however, clergy must report child, elder or dependent adult abuse discovered while acting in any of the following capacities:

(a) Marriage, family, or child counselor.
(b) Religious practitioner, who diagnoses, examines or treats children, elders, or dependent adults.
Chaplain Program

376.6  **UNIFORM AND BADGES**
A distinct uniform, badge and necessary safety equipment will be provided for the Chaplains. This uniform may be similar to that worn by the personnel of this department.

376.7  **CLERGY-PENITENT CONFIDENTIALITY**
No person who provides chaplain services to members of the department may work or volunteer for the Pasadena Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform department members when it appears reasonably likely that the member is discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Pasadena Police Department employees concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.
Child and Dependent Adult Safety

380.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

380.2 POLICY
It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Pasadena Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

380.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

(a) Inquire about and confirm the location of any children or dependent adults.
(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.
380.3.1 AFTER AN ARREST
Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
   1. Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
   2. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(c) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.

(d) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

380.3.2 DURING THE BOOKING PROCESS
During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.
380.3.3 SUPPORT AND COUNSELING REFERRAL
If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

380.4 DEPENDENT WELFARE SERVICES
Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car, or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

380.5 TRAINING
The Training Sergeant is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

380.6 REFERENCE
Service Animals

382.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

382.1.1 DEFINITIONS
Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

382.2 POLICY
It is the policy of the Pasadena Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

382.3 IDENTIFICATION AND USE OF SERVICE ANIMALS
Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with...
schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

### 382.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Pasadena Police Department affords to all members of the public (28 CFR 35.136).

#### 382.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal’s status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

#### 382.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

#### 382.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

#### 382.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service
Service Animals

animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).
National Security Policy

383.1 PURPOSE AND SCOPE
The events of September 11th, 2001 heightened awareness of potential threats of a terrorist attack to the United States. The purpose of this policy is to create a process for the Pasadena Police Department to support the Government’s policy on the War on Terrorism.

383.1.1 POLICY
It shall be the policy of the Pasadena Police Department to follow established procedures to effectively investigate National Security Incidents. See PPD Procedure Manual Section 383p.

383.2 NATIONAL SECURITY INCIDENT / CALL TYPE 925SP

(a) The PPD has designated the call type ’925SP’ (pronounced 9-2-5-S-P). This call type is to be documented on PPD form R186. The R186 card will be used for cataloging all reported National Security related incidents or activities.

1. A 925SP call type will:
   (a) Be used for any and all suspicious circumstance (activity, threats and information) reported to the Pasadena Police Department that can be regarded as a threat to the security of our Nation.
   (b) Only be cleared with the disposition of RPT
   (c) Require immediate notification to the on duty Watch Commander or Sergeant in charge once an incident is entered. Incident documentation by Communications personnel of the notification to Patrol Division supervision is a must.
   (d) Generate a completed R186 card

2. A R186 report will:
   (a) Always be handled as a separate incident from any other involved incident.
   (b) Require its own case number
   (c) Always require the completion of a R186 card by the responding officer. In the case of an advised incident (information only handled over the phone) the R186 card is to be completed by the call taker in addition to the entering of an advised incident.
   (d) A completed R186 card will be reviewed in the same manner reports are approved and once approved will be placed in a bin in the Patrol Division Sergeants office for the Counter Terrorism Section to retrieve on a daily basis.
   (e) The Counter Terrorism Section will handle the indexing and storage of the R186 cards.
383.3 REFERENCE
Volunteer Program

384.1 PURPOSE AND SCOPE
It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

384.1.1 DEFINITION OF VOLUNTEER
An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in the law enforcement Explorer Post, among others.

384.2 VOLUNTEER MANAGEMENT

384.2.1 VOLUNTEER COORDINATOR

(a) The Volunteer Coordinator shall be appointed by the Chief of Police. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

(b) The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

1. Recruiting, selecting and training qualified volunteers for various positions.
2. Facilitating the implementation of new volunteer activities and assignments.
3. Maintaining records for each volunteer.
4. Tracking and evaluating the contribution of volunteers.
5. Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
6. Maintaining a record of volunteer schedules and work hours.
7. Completion and dissemination as appropriate of all necessary paperwork and information.
8. Planning periodic recognition events.
9. Administering discipline when warranted.
Volunteer Program

10. Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

11. Conduct all new volunteer background checks.

384.2.2 RECRUITMENT
Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. The primary qualifications for participation in the application process are the successful completion of the PPD Citizen Police Academy and an interest in, and ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

384.2.3 SCREENING

(a) All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

(b) A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

1. Traffic and criminal background check. Fingerprint shall be obtained from all applicants and processed through the California Criminal Information Index.

2. Employment

3. References

4. Credit check

384.2.4 SELECTION AND PLACEMENT
Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.
Volunteer Program

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

384.2.5 TRAINING
Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

384.2.6 FITNESS FOR DUTY
No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver license
(b) Medical condition
(c) Arrests
(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

384.2.7 DRESS CODE
As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.
Volunteers shall be required to return any issued uniform or department property at the termination of service.

**384.3 SUPERVISION OF VOLUNTEERS**
Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.
(b) Ensure volunteers have work space and necessary office supplies.
(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

**384.4 CONFIDENTIALITY**
With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

**384.5 PROPERTY AND EQUIPMENT**
Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.
384.5.1 VEHICLE USE
Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

(a) A driving safety briefing and department approved driver safety course.
(b) Verification that the volunteer possesses a valid California Driver License.
(c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

384.5.2 RADIO AND MDT USAGE
Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or MDT and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

384.6 DISCIPLINARY PROCEDURES/TERMINATION
A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

384.6.1 EXIT INTERVIEWS
Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer’s suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

384.7 EVALUATION
An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.
Off-Duty Law Enforcement Actions

386.1 PURPOSE AND SCOPE
The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Pasadena Police Department with respect to taking law enforcement action while off-duty.

386.2 POLICY
Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

386.3 FIREARMS
Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officers who has consumed an amount of an alcoholic beverage or taken any drugs or medications, or any combination thereof that would tend to adversely affect the officer's senses or judgment.

386.4 DECISION TO INTERVENE
There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
(b) The inability to communicate with responding units.
(c) The lack of equipment, such as handcuffs, OC or baton.
(d) The lack of cover.
(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
(f) Unfamiliarity with the surroundings.
(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

386.4.1 INTERVENTION PROCEDURE
If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Pasadena Police Department officer until acknowledged. Official identification should also be displayed.

386.4.2 INCIDENTS OF PERSONAL INTEREST
Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

386.4.3 CIVILIAN RESPONSIBILITIES
Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

386.4.4 OTHER CONSIDERATIONS
When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

386.5 REPORTING
Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.
Department Use of Social Media

389.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

389.1.1 DEFINITIONS
Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services

389.2 POLICY
The Pasadena Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

389.3 AUTHORIZED USERS
Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

389.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.
Examples of appropriate content include:

(a) Announcements.
(b) Tips and information related to crime prevention.
(c) Investigative requests for information.
(d) Requests that ask the community to engage in projects that are relevant to the department mission.
(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
(f) Traffic information.
(g) Press releases.
(h) Recruitment of personnel.

389.4.1 INCIDENT-SPECIFIC USE
In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

389.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
(c) Any information that could compromise an ongoing investigation.
(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Pasadena Police Department or its members.
(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
(f) Any content posted for personal use.
(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department’s social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

389.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.
Department Use of Social Media

The Department may provide a method for members of the public to contact department members directly.

389.6 MONITORING CONTENT
The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

389.7 RETENTION OF RECORDS
The Deputy Chief should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

389.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

389.9 REFERENCE
See City of Pasadena policy section 1.5 (Electronic Equipment Use)
Gun Violence Restraining Orders

390.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders (Penal Code § 18108).

390.1.1 DEFINITIONS
Definitions related to this policy include:

**Gun violence restraining order** - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

390.2 POLICY
It is the policy of the Pasadena Police Department to petition and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

390.3 GUN VIOLENCE RESTRAINING ORDERS
An officer who reasonably believes a person is a present danger to him/herself or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from his/her supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may orally request an order, and then prepare and sign a declaration under penalty of perjury that recites the oral statements provided to the judicial officer and memorialize the order of the court on the appropriate Judicial Council form (Penal Code § 18140).

390.3.1 ADDITIONAL CONSIDERATIONS
Officers should also consider requesting permission to petition the court for a gun violence restraining order (Penal Code § 18108):

(a) When responding to a domestic disturbance where the residence is associated with a firearm registration or record.

(b) When responding to any call or incident when a firearm is present or when one of the involved parties owns or possesses a firearm.
(c) During a contact with a person exhibiting mental health issues, including suicidal thoughts, statements, or actions if that person owns or possesses a firearm.

Officers should consider obtaining a mental health evaluation if the encounter involves a situation where there is a reasonable cause to believe that the person poses an immediate and present danger of causing personal injury to themselves or another person by having custody or control of a firearm (see the Mental Illness Commitments Policy) (Penal Code § 18108).

390.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS
An officer serving any gun violence restraining order shall:

(a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).

(b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).

(c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).

(d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).

(e) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).

(f) As soon as practicable, but by the end of his/her shift, submit proof of service to the Administrator for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

390.4.1 SERVICE OF ORAL GUN VIOLENCE RESTRAINING ORDERS
If a gun violence restraining order is obtained orally, the officer shall (Penal Code § 18140):

(a) Serve the order on the restrained person in the manner outlined above, if the restrained person can reasonably be located.

(b) File a copy of the order with the court as soon as practicable after issuance.

(c) Ensure the order is provided to the Records Section for entry into the computer database system for protective and restraining orders maintained by the Department of Justice.
**390.5 SEARCH WARRANTS**

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

(a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.

(b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:

1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.

2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.

(c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner’s presence.

**390.6 ADMINISTRATOR RESPONSIBILITIES**

The Administrator is responsible for ensuring:

(a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).

(b) Oral orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

(c) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

(d) Any relinquishment of firearm rights form received from the court is entered into the California Restraining and Protective Order System within one business day of receipt (Penal Code § 18115).

**390.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS**

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:
Gun Violence Restraining Orders

(a) Record the individual’s name, address and telephone number.
(b) Record the serial number of the firearm.
(c) Prepare an incident report and property report.
(d) Provide a property receipt to the individual who surrendered the firearms and ammunition.
(e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

390.8 RELEASE OF FIREARMS AND AMMUNITION
Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

390.9 GUN VIOLENCE RESTRAINING ORDER COORDINATOR
The Chief of Police will appoint a gun violence restraining order coordinator. The responsibilities of the coordinator include:

(a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members, also including procedures for requesting and serving (Penal Code § 18108):
   1. A temporary emergency gun violence restraining order.
   2. An ex parte gun violence restraining order.
   3. A gun violence restraining order issued after notice and hearing.
(b) Developing and maintaining factors to consider when assessing the need to seek an order, including:
   1. Whether threats have been made, and if so, whether the threats are credible and specific.
   2. Whether the potential victim is within close proximity.
   3. Whether the person has expressed suicidal tendencies.
   4. Whether the person has access to firearms.
   5. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
   6. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
   7. Any upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
   8. Whether the person has any history of drug or alcohol abuse.
(c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of Penal Code § 18115; Penal Code § 18120; Penal Code § 18135; Penal Code § 18140; and Penal Code § 18160. Procedures should include:

1. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service Policy and the Operations Planning and Deconfliction Policy).
2. Forwarding orders to the Administrator for recording in appropriate databases and required notice to the court, as applicable.
3. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate (Penal Code § 18108).
4. Seizure procedures of firearms and ammunition at the time of issuance of a temporary emergency gun violence restraining order.
5. Verification procedures for the removal of firearms and ammunition from the subject of a gun violence restraining order.

(d) Coordinating with the Training Sergeant to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.

(e) Reviewing each petition and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.

(f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.

1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

(g) Coordinating review of notices of court hearings and providing notice to the appropriate officer of the hearing date and the responsibility to appear (Penal Code § 18108).

390.10 RENEWAL OF GUN VIOLENCE RESTRAINING ORDERS
The Criminal Investigations Division supervisor is responsible for the review of a gun violence restraining order obtained by the Department to determine if renewal should be requested within the time prescribed by law (Penal Code § 18190).

390.11 POLICY AVAILABILITY
The Chief of Police or the authorized designee shall be responsible for making this policy available to the public upon request (Penal Code § 18108).

390.12 TRAINING
The Training Sergeant should ensure that members receive periodic training on the requirements of this policy (Penal Code § 18108).
Gun Violence Restraining Orders

390.13 PROCEDURE
Pasadena PD Procedures Manual: 390.1 Procedures
Chapter 4 - Patrol Operations
Patrol Function

400.1 PURPOSE AND SCOPE
The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.1.1 PATROL SECTION RANKS AND DUTIES

(a) Patrol Section Lieutenant(s) - The Service Area Lieutenants coordinate the activities of the patrol supervisors. The Service Area Lieutenant plans, directs and inspects the work of the patrol section. Lieutenants prepare work schedules and time rolls; confer with subordinate supervisors regarding special assignments, performance of personnel, law enforcement problems, officer training, citizen complaints, and other operational issues; provides instruction or direction as necessary; may participate in active law enforcement activities. In the absence of those members of the department who regularly exercise such authority of the department, the authority and responsibility of the Service Area Lieutenant during non-business hours shall not be limited to the Patrol Division, but shall include all on-duty personnel. The Patrol Section Watch Commander shall report personally to the Patrol Division Commander and shall submit such reports relating to the section as may be required.

(b) Patrol Sergeant - The Patrol Sergeant shall coordinate and supervise, depending on assignment, activities of personnel assigned in the field. Upon request, the Patrol Sergeant may be required to supervise the information desk and radio communications. The Patrol Sergeant will be responsible for the ongoing, in-service training of subordinate personnel and directing patrol personnel resources in order to maximize effectiveness. As assignment dictates, the Patrol Sergeant will respond to calls to inspect subordinate work performance, as well as to respond on calls of a serious or emergent nature and observe or take active charge as necessary. He or she will review and approve, or cause to be corrected, police reports made and/or submitted by subordinate personnel during the tour of duty. He or she will advise subordinate personnel on job-related and personal matters; evaluate performance and provides assistance in improving skills, maintain discipline and initiate corrective action; ensure compliance with safety practices and policies. The Patrol sergeant will investigate citizen complaints, and take necessary action to correct deficiencies in practices, work methods, and operations.

(c) Patrol Corporal - Under the direction of supervision, the Police Corporal assigned to the Patrol Section will assist in the planning and implementation of training, including the Field Training Officer Program, assembly training and logistics. In the absence of a supervisor, they shall be responsible for the performance of lesser-ranking personnel including the management of important crime scenes and other incidents.

(d) Patrol Officer - The Patrol Officer assigned to the Patrol Section, shall patrol a designated area to create a peaceful and safe atmosphere for the citizens and to prevent and investigate crime. They shall respond to emergencies and other incidents as directed. The Patrol Division patrol officer shall be responsible for traffic control,
Patrol Function

regulation, complete investigations on all incidents assigned to them, and the proper
documentation of all cases handled.

(e) Community Service Officer - The Community Service Officer under the direction of
supervision, shall perform non-emergency field, office, and support duties in a variety
of situations. The Community Service Officer will take selected police reports in the
field or office, direct traffic, issue citations for parking violations, assist in crowd control
and crime prevention, perform selected jail duties, collect physical evidence, and other
duties as directed by a supervisor.

400.1.2 OTHER PATROL SECTION UNITS

(a) Canine Unit- Highly skilled and trained teams of handlers and canines are used to
supplement police operations to locate individuals, contraband and to apprehend
criminal offenders.

(b) FTO Program- to provide a standardized program to facilitate the officer's transition
from the academic setting to the actual performance of general law enforcement duties
of the Pasadena Police Department.

400.2 POLICY

The Pasadena Police Department provides patrol services 24 hours a day, seven days a week and
will prioritize responses to requests for emergency services using available resources to enhance
the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement
vehicles in assigned jurisdictional areas of Pasadena. The function of patrol is to respond to calls
for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local
laws, identify community needs, provide support and assistance to the community and respond
to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law
enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and
discovering hazardous situations or conditions.

(e) Responding to reports of criminal and non-criminal acts.
Patrol Function

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.

(h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(i) Directing and controlling traffic.
Explorer Post

401.1 REQUIREMENTS AND RESPONSIBILITIES

(a) Membership requirements:
   1. Male and female individual 14 years old and in the ninth grade, remaining until age 21.
   2. Maintain a minimum 2.0 grade point average while in school and a member of the Post.
   3. Adhere to the Pasadena Police Department's Code of Conduct (Lexipol Policy #340)
   4. Explorer trainees shall be considered to be on probation from the time of acceptance until three months following graduation from the prescribed Law Enforcement Explorer Academy.
   5. Post members are expected to adhere to the policies and procedures of the Pasadena Police Department and the constitution and by-laws as set forth by the Post.

(b) Requirement of Applicant:
   1. Pasadena Police Explorer background investigation report.
   2. Attend at least two regular meetings prior to an oral interview.
   3. Successfully complete an oral interview.
   4. Medical consent waiver form.
   5. Patrol observer (ride-along) waiver form.
   6. Attend and successfully complete an approved Law Enforcement Explorer Academy.

(c) Appearance Standards:
   1. Shall be in accordance with the Pasadena Police Department's Policy (Lexipol Policy #1044).

(d) Administrative Rank - (Recognized only within the Explorer Post)
   1. Insignia:
      (a) Explorer Commander - Shall wear two stars on each flap of all uniform shirts, centered from the tip of the collar flaps.
      (b) Explorer Lieutenant - Shall wear one gilt medal bar on each flap of all uniform shirts, centered from the tip of the collar flaps.
Explorer Post

(c) Explorer Sergeant - Shall wear one gilt Sergeant insignia on each collar flap of all uniform shirts, centered from the collar flaps.

(d) Explorer Corporal - Shall wear one gilt corporal insignia on each collar flap of all uniform shirts, centered from the collar flaps.

(e) Meetings:

(a) All Explorer Post members are required to attend the monthly meetings as scheduled.

(b) Not more than three consecutive meetings will be missed without an authorized excuse or the member will be subject to discipline or dismissal as determined by the post advisors.

(c) It shall be the responsibility of the explorer to notify his/her team sergeant or a post advisor prior to any absence.

(f) Station and Patrol:

(a) Explorers shall not answer any telephone in any unit, section, or division unless requested by a person in charge.

(b) Explorers shall not be present at the complaint desk unless requested by the desk sergeant or officer in charge. An explorer will not accept an invitation to do so unless in full uniform.

(c) Explorers shall not be in the Pasadena Police Department or any unit, section, or division thereof unless they have specific business or are assigned there.

(g) Uniforms:

(a) Uniforms will not be worn in public except at the following times:

   (a) During regularly scheduled meetings.

   (b) During a planned Explorer Post function or assigned detail.

   (c) While participating as a patrol observer.

   (d) While enroute to or from an authorized function, meeting or detail, the identifying portion of the uniform will be covered with a non-uniform shirt or jacket.

   (e) Unless otherwise advised, uniforms shall be worn complete.

(f) The uniform, purchased and maintained by the individual explorer, shall consist of:

   (a) Navy blue trousers

   (b) Light blue shirt
(a) Short sleeve
(b) Long sleeve
(c) Black tie
(d) Tie bar
(e) Black basket-weave belt
(f) Black, plain toed, conservative oxford or ankle-high, lace-tied shoes and black socks
(g) Whistle chain
(h) Black
(i) Duty jacket (optional)

(g) The following equipment shall be issued to the explorer, however, ownership shall be retained by Pasadena Police Law Enforcement Post 19 and shall be returned upon termination of membership, a $10.00 deposit, refundable upon return of the issued equipment, shall be made at the time the equipment is issued.

1. Name plate
2. Explorer shoulder patches

(h) Driving of City vehicles:

1. Only Explorers with a valid California driver's license and who are over the age of 18 will be eligible to drive a City owned vehicle.

2. All Explorers driving City owned vehicles must successfully complete the Police Department's Driver's Training Course before he/she can operate a city owned vehicle

3. If an Explorer should have a vehicle accident while operating a City owned vehicle, his/her driving privileges will be reassessed.
Racial- or Bias-Based Profiling

402.1 PURPOSE AND SCOPE
This policy provides guidance to department members and establishes appropriate controls to ensure that members of the Pasadena Police Department do not engage in racial- or bias-based profiling or violate any related laws while serving the community.

402.1.1 DEFINITIONS
Definitions related to this policy include:

Racial- or bias-based profiling - An inappropriate reliance on factors such as race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group as a factor in deciding whether to take law enforcement action or to provide service. This includes gender identity or expression (Penal Code § 13519.4).

402.2 POLICY
The Pasadena Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

402.3 RACIAL- OR BIAS-BASED PROFILING PROHIBITED
Racial- or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

402.4 MEMBER RESPONSIBILITY
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

402.4.1 REASON FOR DETENTION
Officers detaining a person shall be prepared to articulate sufficient reasonable suspicion to justify a detention, independent of the individual’s membership in a protected class.
Racial- or Bias-Based Profiling

To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the officer’s reasonable suspicion or probable cause for the detention, as applicable.

Nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.5 SUPERVISOR RESPONSIBILITY
Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violation of this policy in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

(b) Supervisors should periodically review MAV recordings, MDT data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
   1. Supervisors should document these periodic reviews.
   2. Recordings that capture a potential instance of racial- or bias-based profiling should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should ensure that no retaliatory action is taken against any member of this department who discloses information concerning racial- or bias-based profiling.

402.6 ADMINISTRATION
Each year, the Field Operations Division Commander shall review the efforts of the Department to prevent racial- or bias-based profiling and submit an overview, including public concerns and complaints, to the Chief of Police.

This report should not contain any identifying information regarding any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors shall review the annual report and discuss the results with those they are assigned to supervise.

402.7 TRAINING
Training on racial- or bias-based profiling and review of this policy should be conducted as directed by the Training Unit.

(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of racial- or bias-based profiling.
Racial- or Bias-Based Profiling

(b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this department who received initial racial- or bias-based profiling training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.8 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
The Professional Standards Unit Lieutenant or his/her designee and the Records Administrator shall ensure that all data required by the Department of Justice (DOJ) regarding citizen complaints of racial bias against officers is collected and reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).
Roll Call Assembly Training

404.1 PURPOSE AND SCOPE
Roll Call Assembly training is generally conducted at the beginning of the officer’s assigned shift. Roll Call Assembly provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call Assembly; however, corporals or officers may conduct Roll Call Assembly for training purposes with supervisor approval.

Roll Call Assembly should accomplish, at a minimum, the following basic tasks:

(a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
(b) Notifying officers of changes in schedules and assignments
(c) Notifying officers of new Departmental Directives or changes in Departmental Directives
(d) Reviewing recent incidents for training purposes
(e) Providing training on a variety of subjects including but not limited to the usage of the PPD Policy and Procedure Manuals, Daily Training Briefs, One Minute Updates, Legal Reporter Updates, Legal Resource book, POST training requirements and case law updates.

404.2 PREPARATION OF MATERIALS
The supervisor conducting Roll Call Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

404.3 DOCUMENTATION
(a) Documentation of training is required as follows:

1. Familiarization-
   (a) the training subject
   (b) specific sub-topics
   (c) duration and
   (d) attendance should be noted on the patrol team’s daily roster with a copy forwarded to the Training Unit.

2. Formal Training- a written lesson plan must be approved by the Training Unit with documentation regarding the test results for each officer participating forwarded to the Training Unit.
Fire and Rescue Calls

405.1 PURPOSE AND SCOPE
To provide guidance to officers responding to rescue or fire calls in a manner that is in keeping with the values of the Pasadena Police Department. It is the intent of this department to provide assistance and support to the Pasadena Fire Department at a level necessary to provide for the protection to life and property, while also providing for the safety of all City personnel.

405.2 FIRE AND RESCUE SCENE RESPONSIBILITIES
(a) Police department personnel responding to fire and rescue incidents shall give consideration to assisting PFD personnel in the following order of priority:

1. The preservation of life.
2. The safety and welfare of all PPD and PFD employees and equipment.
3. Crowd control will be maintained to prevent spectator injury and to give unrestricted access to fire, paramedic, and police personnel.
4. Traffic control will be provided with priority given to the prompt movement of emergency vehicles.
5. The police department has the responsibility to provide appropriate security at the scene of an emergency. In the case of private property, every effort should be made to notify the property owner and have them assume responsibility as soon as possible.

(b) Police personnel responding to fire and rescue incidents should make every effort to adhere to the following guidelines:

1. Avoid parking in front of a location where a fire or rescue has been reported.
2. Do not park near fire hydrants, even if PFD is already on scene.
3. Park a safe distance from a location where a gas leak or explosion has been reported.
4. Do not drive over fire hose.
5. Avoid leaving a police vehicle unattended if blocking a street or alley.
6. Facilitate clear avenues of ingress and egress for responding ambulances and other rescue vehicles.
Crime and Disaster Scene Integrity

406.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in handling a major crime or disaster.

406.2 POLICY
It is the policy of the Pasadena Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

406.3 SCENE RESPONSIBILITY
The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

406.4 FIRST RESPONDER CONSIDERATIONS
The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.
(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
(d) Provide first aid to injured parties if it can be done safely.
(e) Evacuate the location safely as required or appropriate.
(f) Secure the inner perimeter.
(g) Protect items of apparent evidentiary value.
(h) Secure an outer perimeter.
(i) Identify potential witnesses.
(j) Start a chronological log noting critical times and personnel allowed access.
406.5 SEARCHES
Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

406.5.1 CONSENT
When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

406.6 EXECUTION OF HEALTH ORDERS
Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

406.7 REFERENCE
See Unusual Occurrence Manual for specific procedures for major incident categories.
Special Weapons and Tactics

408.1 PURPOSE AND SCOPE
The primary purpose of the Special Weapons and Tactics (SWAT) team is to preserve life. SWAT is comprised of two specialized teams: the Crisis Negotiation Team and the Special Weapons and Tactics Team. The unit has been established to provide specialized support in managing high-risk operations where critical or prolonged negotiations or special tactical deployment methods beyond the capacity of field officers, detectives or other units. This policy is written to comply with the guidelines established in the Attorney General’s Commission on Special Weapons and Tactics Report (September 2002) and the POST SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code §13514.1).

408.1.1 SPECIAL WEAPONS AND TACTICS TEAM DEFINED
The Special Weapons and Tactics Team is a designated unit of law enforcement officers that is specially trained and equipped to work as a coordinated team to assume responsibility for critical incidents that are hazardous, complex, or unusual, and exceed the capabilities of first responders or investigative units. Examples of such incidents include, but are not limited to, hostage taking, barricaded suspects, snipers, terrorist acts, and other high-risk incidents. As a matter of Department policy, the team may also be used to serve high-risk search and arrest warrants where public and officer safety concerns warrant the use of the SWAT team.

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and affect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies. The Negotiation Team may be utilized for any incident (including non-critical incidents) where negotiation expertise may help resolve the situation.

408.2 COMPOSITION/TRAINING

408.2.1 COMPOSITION
The Special Weapons and Tactics Team are comprised of a number of specially selected and trained personnel. The members will be drawn from regular and reserve officers; however, the role of a reserve officer will be limited during an operational deployment (e.g. command post operations, CNT, TEMS).

408.2.2 TRAINING
Training shall be coordinated by the SWAT training cadre and approved by the SWAT lieutenant. The Special Weapons and Tactics Team shall maintain proficiency through direct training in tactics and use of specialized equipment. The Special Weapons and Tactics Team tactical component will normally be required to train at least 16 hours a month as a team. Every year the team should participate in 40-hour in-service training, focusing on core competencies. Outside classes will also be incorporated to provide a more comprehensive range of training.
Team members shall maintain a state of operational readiness. Training is a core component of maintaining operational readiness in order to achieve the department’s mission, while limiting liability. The command groups to who team members report for their primary assignment should give priority to SWAT training when scheduling personnel. Team members should not miss more than 40 hours in any twelve month period. Any member who has missed more than 48 hours of training during the course of a twelve-month period shall be evaluated by the SWAT command staff to determine if a conflict exists, which may be detrimental to the member’s performance. Should such a conflict exist, the SWAT command staff will determine the appropriate action to be taken, which may include de-selection from the team. Exceptions to this requirement may be made by the SWAT Commander or SWAT Lieutenants.

All tactical team members shall attend a basic POST approved special weapons and tactics course. All members of the negotiation team shall attend a basic POST approved negotiators course.

All members of the tactical team shall be required to maintain a satisfactory level of personal physical fitness. Each individual shall successfully complete a timed SWAT physical fitness obstacle course annually. This test will be announced in accordance with the team-training schedule. Failure to meet this qualification will result in a team member’s placement on a 180 day non-operational status, unless the failure to meet the qualification was due to an injury incurred either during or prior to the test, in which case the team member will be required to meet the qualification during the next scheduled test after returning to full-duty. The team member will be retested within that 180 day period. Upon successfully meeting this qualification and upon completing any training on core competencies missed during the non-operational period, the team member will return to active status. Failure to pass upon retest shall be grounds for removal from the collateral SWAT team.

408.2.3 TRAINING NEEDS ASSESSMENT
The SWAT Lieutenant shall conduct an annual SWAT Training needs assessment to ensure that essential training is conducted within Department policy, and the training guidelines as established by POST (11 CCR §1081). The needs assessment shall be reviewed by the SWAT Commander to ensure all of the annual critical training goals are achieved.

408.2.4 SUPERVISION AND MANAGEMENT TRAINING
Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level to ensure personnel who provide active oversight at the scene of SWAT operations understand the purpose and capabilities of the team.

Command personnel who may assume incident command responsibilities should attend a SWAT or Critical Incident Commander course or its equivalent. SWAT command personnel should attend a POST-certified SWAT commander or tactical commander course, or its equivalent.
408.3 POLICY
It shall be the policy of this department to maintain a SWAT Team and to provide the equipment, manpower, and training necessary to maintain a team. The SWAT Team should develop sufficient expertise to perform three basic operational functions:

(a) Command and Control.
(b) Containment.
(c) Entry/Apprehension/Rescue.

408.3.1 POLICY CONSIDERATIONS
With the concurrence of the Chief of Police the SWAT Commander will determine the type and extent of Special Weapons and Tactics Team missions and operations appropriate to this Department. The SWAT Commander should consider the team’s capabilities and limitations and should assess the team’s readiness annually.

At the discretion of the SWAT Commander, or in his/her absence the SWAT Lieutenant, the LASD Special Enforcement Bureau will be requested to manage an incident when the circumstances exceed the ability or resources of this Department.

408.3.2 OPERATIONAL GUIDELINES
This Department shall develop a separate written set of operational guidelines contained within the SWAT Manual which should address, at minimum, the following:

(a) Specific missions the team is capable of performing.
(b) Team organization and function.
(c) Personnel selection and retention criteria.
(d) Training and required competencies.
(e) Procedures for activation and deployment.
(f) Command and control issues, including a clearly defined command structure.
(g) Multi-agency response.
(h) Out-of-jurisdiction response.
(i) Specialized functions and supporting resources.

408.3.3 OPERATIONAL PROCEDURES
This Department shall develop a separate written set of operational procedures in accordance with the SWAT Team’s capability, using sound risk management practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SWAT Best Practices. The operational procedures should include, at minimum, the following:

(a) Operational command and control structure.
(b) Designated personnel responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).
1. All SWAT members should have an understanding of operational planning.
2. SWAT training should include planning for both spontaneous and planned events.
3. SWAT should incorporate medical emergency and fire contingency planning as part of their operational plan.

(c) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
   1. When possible, briefings should include the specialized units and supporting resources.

(d) Protocols for a sustained operation which may include relief, rotation of personnel, and augmentation of resources.

(e) A threat assessment to be completed prior to initiating a tactical action plan as a means to determine the appropriate response and resources necessary, including the use of SWAT.

(f) The appropriate role for a trained negotiator.

(g) A standard method of threat assessment in determining whether or not a warrant should be categorized as high-risk.

(h) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(i) Post incident scene management including:
   1. Documentation of the incident.
   2. Transition to investigations and/or other units.
   3. Debriefing after every deployment of SWAT.
      (a) After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training and equipment needs, and risk management issues.
      (b) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
      (c) When appropriate, debriefing should include specialized units and resources.

4. Command Staff debrief to evaluate critical decision-making and incident command issues. (This would not include warrant services unless there were unusual circumstances associated with the incident, such as death or serious injury)


(j) Risk management analysis.
408.4 UNIFORMS, EQUIPMENT, AND FIREARMS

408.4.1 UNIFORMS
SWAT personnel should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

408.4.2 EQUIPMENT
SWAT members should be adequately equipped to meet the specific missions identified by the agency. Such as:

(a) Armored vehicle(s).
(b) Equipment truck.
(c) High risk safety equipment.
(d) Specialized weaponry.

Current members of the SWAT team, who have received appropriate training, should be utilized to deploy or use any of the SWAT team’s equipment, weaponry, or vehicles.

At the discretion and approval of the SWAT Commander or SWAT Lieutenant, vehicles or equipment may be loaned to allied law enforcement agencies. The vehicle or equipment shall be inspected upon its return and prior to being placed back into Department service.

In order to ensure the loaned equipment is used appropriately and in accordance with Pasadena Police Department policy, an element of SWAT personnel, consisting minimally of one SWAT team member, may be required to accompany, if deemed necessary, any SWAT vehicles or equipment loaned to allied law enforcement agency.

Equipment needs should be continually evaluated to ensure they are contemporary within the SWAT community.

408.4.3 FIREARMS
Weapons and equipment used by SWAT and the supporting members shall be agency-issued or approved, including any modifications, additions, or attachments. Such approval shall be obtained from the SWAT Commander or designee and the Department Rangemaster.

408.5 MANAGEMENT/SUPERVISION OF THE SWAT TEAM
The SWAT Commander is generally the Criminal Investigations Division Commander unless otherwise selected by the Chief of Police.

408.5.1 SWAT COMMAND AND CONTROL STRUCTURE
The SWAT tactical component is comprised of an authorized strength of at least twenty-eight personnel plus support team members:

(a) SWAT Commander
(b) SWAT Lieutenant (1)
(c) SWAT Sergeants/Team Leaders (2)
(d) Assistant Team Leaders
(e) Team Members

The SWAT team is comprised of several components. These components may be separate or integrated with other components:

(a) Sniper team.
(b) Entry team.
(c) Arrest/Rescue Team.
(d) Perimeter team.
(e) Less Lethal team.
(f) Crisis Negotiation team (CNT).
(g) Tactical Emergency Medical Support team (TEMS).
(h) K-9 Unit.

The Crisis Negotiation Team is comprised of an authorized strength of 15 members:

(a) SWAT Commander
(b) CNT Lieutenant (1)
(c) CNT Sergeants (2)
(d) Negotiators (12)

In a SWAT deployment, the CNT Lieutenant will subordinate to the SWAT Lieutenant and/or SWAT Sergeant. In the absence of the SWAT Lieutenant and SWAT Sergeant, the CNT Lieutenant may assume command over tactical operations dependent upon prior tactical experience and the approval of the SWAT Commander.

Personnel assignments are determined based on experience, qualifications, and ability to function within that team. Generally, sergeants will be assigned as team leaders of the various teams. The Crisis Negotiation Team supervisor’s primary responsibility is to supervise the operations of the Negotiation Team, which will include deployment, training, first-line participation, and other duties as directed by the SWAT Commander. In the event that the supervisor possesses a particular skill set necessary for operational needs, he/she may be assigned to act outside of his/her normal supervisory function.

The Tactical Team supervisors’ primary responsibility is to supervise the operations of the various components of SWAT, which will include deployment, training, first-line participation, and other duties as directed by the SWAT Captain.
408.6 SELECTION OF CNT PERSONNEL
Interested sworn personnel, who are off probation, shall submit a memorandum of interest to the SWAT Commander and the CNT Lieutenant. Qualified applicants will then be invited to an oral interview. The oral board will consist of the CNT Lieutenant, a CNT Sergeant, and a third person to be selected by the two. Interested personnel shall be evaluated by the following criteria:
(a) Recognized competence and ability as evidenced by performance.
(b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.
(c) Effective communication skills to ensure success as a negotiator.
(d) Special skills, training, or appropriate education as it pertains to the assignment.
(e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The oral board shall submit a list of successful applicants to staff for final selection. Selected personnel must successfully complete a POST approved CNT basic training course.

408.7 SELECTION OF SWAT PERSONNEL
The Pasadena Police Department SWAT Team will select prospective members from the ranks of the Department. Personnel assigned to SWAT as a collateral duty receive no additional compensation. Applicants must meet the following criteria in order to be considered for assignment to SWAT:
(a) Must be intelligent, articulate, disciplined, of even temperament, and of unquestionable integrity.
(b) Must demonstrate experience reflecting sound judgment and ability to function in stressful situations.
(c) Must have a minimum of two years of law enforcement experience and be off probation at the time of appointment.
(d) Must have satisfactory job performance in present and previous assignments and demonstrate productivity, initiative, and motivation in all work assignments.
(e) Must possess good writing skills. Must be in good physical condition. Must demonstrate proficiency with departmental weapons.
(f) Must have the ability to work harmoniously within structured team environment and be compatible with the existing team personnel.

All applicants must pass a departmentally administered selection process designed to determine suitability for assignment to SWAT. This selection process is outlined in the SWAT manual. Once accepted and assigned to SWAT, personnel must maintain acceptable standards of performance in both their regular and SWAT assignments.
408.7.1 TEAM EVALUATION
Continual evaluation of a team member’s performance and efficiency as it relates to the positive operation of the unit shall be conducted by the SWAT Commander and the SWAT Lieutenants. The performance and efficiency level, as established by the SWAT Lieutenants, will be met and maintained by all SWAT members. Any member of SWAT who performs or functions at a level less than satisfactory may be subject to removal from the collateral team.

408.8 OPERATION GUIDELINES FOR SWAT
The following procedures serve as guidelines for the operational deployment of SWAT. The Tactical Team and the Crisis Negotiation Team may be activated together or independently. This shall be at the discretion of the SWAT Commander or the SWAT Lieutenant.

408.8.1 APPROPRIATE SITUATIONS FOR USE OF SWAT
The following are examples of incidents which may result in the activation of SWAT:

(a) Barricaded suspects.
   1. Has committed a crime.
   2. Is armed.
   3. Has taken refuge inside a building, room, or a vehicle.
      (a) This could include suspects in an open-air environment, depending upon other factors associated with the incident.
   4. Refuses to surrender.
   5. Has expressed suicidal ideations posing a threat to the community or officers.

(b) Hostage situations.
   1. The illegal detention of one or more persons against their will by threat of force or fear.

(c) High risk arrest and/or search warrant service.

(d) Terrorist incidents.

(e) Special protection details.

(f) Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property that exceeded the capabilities of the field officers or investigative units.

408.8.2 OUTSIDE AGENCY REQUESTS
Deployment of the Pasadena Police Department Special Weapons and Tactics Team in response to requests by other agencies must be authorized by the Chief of Police or designee.

408.8.3 MULTI-JURISDICTIONAL SWAT OPERATIONS
Members of the Pasadena Police Department SWAT Team shall operate under the policies, procedures, and command of the Pasadena Police Department when working in a multi-agency situation.
408.9 SWAT MANUAL
A current copy of the SWAT Team Manual will be maintained on the Department network. All
SWAT team members are responsible for knowing its contents. This Manual will contain the
organizational and operational procedures of the team. The team staff members should review
the Manual in January of each year, to ensure that the contents are kept current. Team members
should review the Manual upon any updates or at least annually.

408.10 REFERENCE
See PPD SWAT Manual located in PPD Manny "Manuals" file
Hazardous Material Response

412.1 PURPOSE AND SCOPE
Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

412.1.1 HAZARDOUS MATERIAL DEFINED
A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

412.2 HAZARDOUS MATERIAL RESPONSE
Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).
(b) Notify the Fire Department.
(c) Provide first-aid for injured parties if it can be done safely and without contamination.
(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.
(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).
(f) Notify the Department of Toxic Substances Control. This is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

412.3 REPORTING EXPOSURE(S)
Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.
Hazardous Material Response

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

412.3.1 SUPERVISOR RESPONSIBILITY
When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.
Hostage and Barricade Incidents

414.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

414.1.1 DEFINITIONS
Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

(a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

(b) Unlawfully held against his/her will under threat or actual use of force.

414.2 POLICY
It is the policy of the Pasadena Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

414.3 COMMUNICATION
When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

414.3.1 EMERGENCY COMMUNICATIONS
Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record,
or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

(a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),

(b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and

(c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).

(d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.

(e) The contents of any oral communications overheard are recorded on tape or other comparable device.

414.4 FIRST RESPONDER CONSIDERATIONS
First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor’s response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

414.5 GENERAL
Barricaded suspects, hostages taken by suspects, or persons set on taking their own lives, necessitates the formulation of a flexible procedure for handling such situations.

(a) The procedure is divided into three phases.

1. Phase I involves patrol officers, directed by the Watch Commander, and is a containment, control, and stabilizing operation, which may lead to the resolution of the incident without a response from additional PPD personnel. If more resources are necessary, the Watch Commander may request a Phase II response.

2. Phase II involves the activation of the Special Weapons and Tactics (SWAT) Team and is designed to contain, negotiate, and conclude the operation.
3. Phase III involves the notification of the Los Angeles County Sheriff's Department (LASD) Special Enforcement Bureau (SEB) and is designed to contain, negotiate, and conclude the operation in the event further assistance is required. The authorization to utilize SEB will be made by a command staff member.

414.6 INCIDENT COMMAND

(a) Phase I

1. The Incident Commander shall have overall responsibility for incident management. In a Phase I response, the Incident Commander will generally be the OnDuty Watch Commander. In their absence, the assigned Sergeant shall serve as the Incident Commander. The transfer of responsibility for Incident Command shall only take place upon complete briefing of the new Incident Commander and upon their acknowledging receipt of command. The time at which command is assumed shall be recorded on the incident log.

(b) Phase II/III

1. Upon deployment under Phase II/III, the Special Operations Division Commander, or staff level alternate, shall assume the role of Incident Commander. Transition of command shall only take place after a complete briefing by the Phase I Incident Commander and upon the new Incident Commander acknowledging receipt of command. The time in which command is assumed shall be recorded on the incident log.

414.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

414.8 TACTICAL COMMAND

(a) First officers on scene should take tactical command until relieved by a field sergeant or other ranking officer, directing officers into the scene to preserve life and to isolate the threat in the safest manner possible.

(b) It is expected that the first field Sergeant on scene take tactical command until relieved by the incident commander, keeping in mind all tactical considerations as listed in PPD Procedure Manual section 414p.

(c) During a Phase II deployment of SWAT, tactical deployment of SWAT and any additional support personnel shall be at the direction of the SWAT Lieutenant, or alternate SES supervisor. This deployment includes all aspects of incident containment to include inner and outer perimeter control.
(d) In the event that the Incident Commander determines that a tactical resolution is necessary, it shall be the responsibility of the Tactical Commander to deploy personnel as appropriate. The Tactical Commander should not initiate tactical intervention without the approval of the Incident Commander unless the possible loss of life or grave injury is imminent.

414.9 REFERENCE
See PPD Procedure Manual section 414p for Tactical Considerations and implementation Phases I, II & III.
Active Shooter

415.1 PURPOSE AND SCOPE
Defining Moments in Law Enforcement in the past decade have changed police responses to Active Shooter Incidents. It is the policy of the Pasadena Police Department to rapidly engage and neutralize any suspect(s) engaging in the systematic and deliberate infliction of deadly force (or force likely to cause great bodily harm) on victims coupled with the credible threat of the suspect(s) continued use of such force against additional victims. The purpose of this policy is to identify guidelines and factors that will assist responding officers as they make decisions in these rapidly unfolding and tense situations.

415.1.1 DEFINITIONS
**Active Shooter**- An armed person who has used or demonstrated the intent to use deadly physical force and continues to do so while having access to additional victims.

**Rapid Deployment or Immediate Action**- The swift and immediate deployment of law enforcement resources to on-going life threatening situations where delay could otherwise result in death or great bodily injury to innocent persons

**Contact Team**- two or more officers who form a tactical unit to locate and engage Active Shooter(s)

415.1.2 CONTACT TEAM DEPLOYMENT
The contact team shall rapidly deploy, locate and neutralize the active shooter(s).

415.1.3 REFERENCES
Response to Bomb Calls

416.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to assist members of the Pasadena Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

416.1.1 POLICY
It shall be the policy of the Pasadena Police Department to take all reasonable measures to maximize the safety of the public and department personnel in situations involving explosives or threats of explosive devices. The Pasadena Police Department shall attempt to provide the utmost protection possible for persons and property when threatened with any type of bomb, explosive, or an explosion.

416.1.2 DEFINITIONS
(a) **Bomb Threat** means any communication, reported to anyone, warning of an explosive device or substance placed where it may cause injury or damage.
(b) **Bomb or Explosive Substance** means dynamite, nitroglycerin, gunpowder, and any other material that, if detonated, could cause injury to persons or damage to property.

416.2 GOVERNMENT FACILITY OR PROPERTY
A bomb threat targeting a government facility may require a different response based on the government agency.

416.2.1 PASADENA POLICE DEPARTMENT FACILITY
If the bomb threat is against the Pasadena Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

416.2.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY
If the bomb threat is against a county or municipal facility within the jurisdiction of the Pasadena Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

416.2.3 FEDERAL BUILDING OR PROPERTY
If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.
Response to Bomb Calls

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility’s security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

416.3 PRIVATE FACILITY OR PROPERTY
When a member of this department receives notification of a bomb threat at a location in the City of Pasadena, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.
(b) The nature of the threat.
(c) Whether the type and detonation time of the device is known.
(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
(e) Whether there are any internal facility procedures regarding bomb threats in place, such as:
   1. No evacuation of personnel and no search for a device.
   2. Search for a device without evacuation of personnel.
   3. Evacuation of personnel without a search for a device.
   4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

416.3.1 ASSISTANCE
The Watch Commander should be notified of any and all bomb threats or explosions. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.
(b) The plan for assistance.
(c) Whether to involve facility staff in the search or evacuation of the building.
   1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search (i.e. prying of windows or doors).
2. The safety of all participants is the paramount concern.
   (d) The need for additional resources, including but not limited to fire, emergency medical personnel, and LASD Arson/Explosive Unit.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

416.4 FOUND DEVICE
When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
(b) The device should not be touched or moved except by the LASD Arson/Explosives Unit.
(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
   1. Two-way radios
   2. Cell phones
   3. Other personal communication devices
(d) The LASD Arson/Explosives Unit shall be summoned for assistance.
(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
(f) A safe access route should be provided for support personnel and equipment.
(g) Search the area for secondary devices as appropriate and based upon available resources.
(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
(i) Promptly relay available information to the Watch Commander including:
   1. The time of discovery.
   2. The exact location of the device.
   3. A full description of the device (e.g., size, shape, markings, construction).
   4. The anticipated danger zone and perimeter.
   5. The areas to be evacuated or cleared.
416.5 EXPLOSION/BOMBING INCIDENTS
When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

416.5.1 CONSIDERATIONS
Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.
(b) Request additional personnel and resources, as appropriate.
(c) Assist with first aid.
(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
(e) Assist with the safe evacuation of victims, if possible.
(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
(g) Preserve evidence.
(h) Establish an outer perimeter and evacuate if necessary.
(i) Identify witnesses.

416.5.2 NOTIFICATIONS
When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- LASD Arson/Explosives Unit
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Police Canines (i.e. Explosive Detection Canines, Cadaver Canines)
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

416.5.3 CROWD CONTROL
Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.
Response to Bomb Calls

416.5.4 PRESERVATION OF EVIDENCE
As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

416.6 TRANSPORTATION AND DISPOSAL
(a) All explosive devices (except firecrackers/flammable liquids) shall be transported and disposed of by the LASD Arson/Explosives Unit.
(b) The Bureau of Narcotic Enforcement (BNE) will take custody of flammable liquids confiscated from clandestine (underground) labs.

416.7 STORAGE
(a) All explosives and disarmed explosive devices shall be given to the Los Angeles County Arson/Explosives Unit for disposal.
1. Small arms ammunition, .50 caliber or under, may be stored in the Property Room.
2. Flammable liquids, i.e., gasoline, solvents, shall be kept in approved containers and stored in the outside property locker at PFD Station 33.
3. Firecrackers can be transported to the PFD Station 33 and stored in the outside property locker.

416.8 COMMUNICATION RESPONSIBILITY
When dispatching a bomb threat, explosive or suspicious device, the term "miscellaneous public" shall be used. Units should refrain from using the term "bomb" or "bomb threat" over the air. No radio or mobile telephone transmissions shall take place from any field unit closer than 500 feet or line of sight to the scene.
While at the scene, members should attempt to communicate with the Communications Center via land-line telephone.

416.9 REPORTING
A report shall be written for bomb threats/explosives reported to the department.
The LASD Arson/Explosives Unit may be called by a supervisor in unusual circumstances but the decision to assume the investigation will be made by the LASD Arson/Explosives Unit based on all known facts at the time.

416.10 REFERENCE
Mental Illness Commitments

418.1 PURPOSE AND SCOPE
This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

418.2 POLICY
It is the policy of the Pasadena Police Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

418.3 AUTHORITY
An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person’s mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

(a) An individual who is providing or has provided mental health treatment or related support services to the person
(b) A family member
(c) The person subject to the determination or anyone designated by the person

418.3.1 RESTRAINTS
If the patient is violent or potentially violent, the officer will notify the staff of this concern. The staff member in charge will have discretion as to whether soft-restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

418.3.2 MENTAL HEALTH DOCUMENTATION
The officer will complete an Application for 72-Hour Detention for Evaluation and Treatment form (MH-302) and provide it to the staff member assigned to that patient. The officer will retain a copy of the 72-hour evaluation for inclusion in the case report. The officer shall also provide a verbal summary to an emergency department staff member regarding the circumstances leading to the involuntary detention.

418.4 CONSIDERATIONS AND RESPONSIBILITIES
Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:
Mental Illness Commitments

(a) Available information that might assist in determining the cause and nature of the person’s action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

418.4.1 SECURING OF PROPERTY
When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person’s personal property, the officer shall take reasonable precautions to safeguard the individual’s personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The officer taking the person into custody shall provide a report to the court that describes the person’s property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the officer shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

If property is retained at the mental health facility, the officer should document the staff member’s name relinquishing the property in the officer’s report.

418.5 TRANSPORTATION
Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle, an officer shall accompany the detainee to the medical facility.

418.5.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

(a) Whenever the handling officer has cause to believe that the future return of any confiscated weapon(s) might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Criminal Investigations Division which shall be responsible for initiating a petition to the superior court for a hearing in accordance with Welfare and Institutions Code § 8102(b), to determine whether or not the weapon(s) will be returned.

(b) The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon(s) have been confiscated unless the Department
makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him or her of the right to a hearing on the issue and that he or she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon(s).

(c) If no petition is initiated within the above period, the Department shall make the weapon(s) available for return in accordance with subsection (d) below. If the person does not confirm a desire for a hearing within the prescribed 30 days, the Department may file a petition for an order of default.

(d) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice which conforms to the provisions of Penal Code § 33865.

(e) In no case in which a firearm or other deadly weapon is not retained as evidence shall the Department be required to retain such firearms or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

418.6 TRANSFER TO APPROPRIATE FACILITY
Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a 5150 commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

418.7 DOCUMENTATION
The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).
Mental Illness Commitments

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

418.7.1 ADVISEMENT
The officer taking a person into custody for evaluation shall advise the person of:

(a) The officer’s name and agency.
(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals.
(c) The name of the facility to which the person is being taken.
(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

418.8 CRIMINAL OFFENSES
Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a warning or a Notice to Appear as appropriate.

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.
(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.
(c) Facilitate the individual’s transfer to jail.
(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment.

In the supervisor’s judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

418.9 FIREARMS AND OTHER WEAPONS
Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined...
Mental Illness Commitments

in Welfare and Institutions Code § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons.

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

**418.9.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS**

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Criminal Investigations Division, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

**418.10 TRAINING**

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

**418.11 REFERENCE**

Cite and Release Policy

420.1 PURPOSE AND SCOPE
This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

420.2 POLICY
It is the policy of the Pasadena Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department’s mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

420.3 RELEASE BY CITATION
Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private persons arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

420.3.1 FIELD CITATIONS
In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting officer should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

420.3.2 RELEASE AFTER BOOKING
In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

420.4 NON-RELEASE
420.4.1 DISQUALIFYING OFFENSES
An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))
(b) Felony domestic battery (Penal Code § 273.5)
(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))
(d) Felony intimidation of witnesses and victims (Penal Code § 136.1)
(e) Rape of a spouse (Penal Code § 262)
(f) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person’s workplace or residence (Penal Code § 273.6)
(g) Stalking (Penal Code § 646.9)
(h) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

420.4.2 REASONS FOR NON-RELEASE
A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.
(b) The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety
   1. The Pasadena Police Department shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).
(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.
(d) The person has been cited, arrested, or convicted for theft from a store or vehicle in the previous six months, or there is probable cause to believe the person is guilty of committing organized retail theft, as defined in Penal Code § 490.4(a).
(e) There are one or more outstanding arrest warrants for the person or failures to appear in court on previous misdemeanor citations that have not been resolved (see Misdemeanor Warrants elsewhere in this policy).

(f) The person could not provide satisfactory evidence of personal identification.

1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.

(g) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

(h) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(i) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(j) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. An arrest warrant or failure to appear that is currently pending shall constitute reason to believe that the person will not appear. Other reasons may include:

(a) Previous failure to appear is on record

(b) The person lacks ties to the area, such as a residence, job, or family

(c) Unusual circumstances lead the officer responsible for the release of prisoners to conclude that the suspect should be held for further investigation

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Records Section.

420.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

(a) The misdemeanor cited in the warrant involves violence.

(b) The misdemeanor cited in the warrant involves a firearm.

(c) The misdemeanor cited in the warrant involves resisting arrest.

(d) The misdemeanor cited in the warrant involves giving false information to a peace officer.

(e) The person arrested is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics.
Cite and Release Policy

(f) The person requires medical examination or medical care or was otherwise unable to care for his/her own safety.

(g) The person has other ineligible charges pending against him/her.

(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.

(i) The person refuses to sign the notice to appear.

(j) The person cannot provide satisfactory evidence of personal identification.

(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

420.6 JUVENILE CITATIONS
Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the Pasadena City codes

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the Criminal Investigations Division for further action including diversion.

420.7 REQUESTING CASE NUMBERS
Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if he/she feels the situation should be documented more thoroughly in a case report.
Foreign Diplomatic and Consular Representatives

422.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that members of the Pasadena Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

422.2 POLICY
The Pasadena Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

422.3 CLAIMS OF IMMUNITY
If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.
(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person’s status.
(c) Request the person’s identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.
422.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
   1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
   1. Diplomatic-level staff of missions to international organizations and recognized family members
   2. Diplomatic agents and recognized family members
   3. Members of administrative and technical staff of a diplomatic mission and recognized family members
   4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:
   1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
   2. Support staff of missions to international organizations
   3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
   4. Honorary consular officers
   5. Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.
422.5 DOCUMENTATION
All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

422.6 DIPLOMATIC IMMUNITY TABLE
Reference table on diplomatic immunity:

<table>
<thead>
<tr>
<th>Category</th>
<th>Arrested or Detained</th>
<th>Enter Residence Subject to Ordinary Procedures</th>
<th>Issued Traffic Citation</th>
<th>Subpoenaed as Witness</th>
<th>Prosecuted</th>
<th>Recognized Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomatic Agent</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Member of Admin and Tech Staff</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Service Staff</td>
<td>Yes (note (a))</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise (note (a))</td>
<td>No immunity or inviolability (note (a))</td>
</tr>
<tr>
<td>Career Consul Officer</td>
<td>Yes if for a felony and pursuant to a warrant (note (a))</td>
<td>Yes (note (d))</td>
<td>Yes</td>
<td>No for official acts. Testimony may not be compelled in any case</td>
<td>No for official acts. Yes otherwise (note (a))</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Honorable Consul Officer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise.</td>
<td>No for official acts. Yes otherwise</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Consulate Employees</td>
<td>Yes (note (a))</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise.</td>
<td>No for official acts. Yes otherwise</td>
<td>No immunity or inviolability (note (a))</td>
</tr>
<tr>
<td>Int'l Org Staff (note (b))</td>
<td>Yes (note (c))</td>
<td>Yes (note (c))</td>
<td>Yes</td>
<td>Yes (note (c))</td>
<td>No for official acts. Yes otherwise (note (c))</td>
<td>No immunity or inviolability</td>
</tr>
</tbody>
</table>

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Foreign Diplomatic and Consular Representatives

<table>
<thead>
<tr>
<th>Diplomatic-Level Staff of Missions to Int’l Org (note (b))</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>No</th>
<th>Same as sponsor (full immunity &amp; inviolability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Staff of Missions to Int’l Orgs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>No for official acts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes otherwise</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No immunity or inviolability</td>
</tr>
</tbody>
</table>

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.
Police Activity Outside of Jurisdiction by On or Off-Duty Personnel

426.1 PURPOSE AND SCOPE
This policy provides general guidelines for reporting police activity while on or off-duty and occurring outside the jurisdiction of the Pasadena Police Department.

426.1.1 ASSISTANCE TO AGENCIES OUTSIDE THE CITY
When an officer is on-duty and is requested by an allied agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the immediate supervisor or the Watch Commander. If the request is of an emergency nature, the officer shall notify Communications Section before responding and thereafter notify a supervisor as soon as practical.

426.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE THE CITY
Any on-duty officer, who engages in pre-planned or extended law enforcement activities of any type outside the immediate jurisdiction of Pasadena shall notify his or her supervisor or the Watch Commander at the earliest possible opportunity.

Any off-duty officer who engages in any law enforcement activities, regardless of jurisdiction shall notify the Watch Commander as soon as practical. The Watch Commander or immediate supervisor shall determine if a case report or other documentation of the officer's activity is required. The report or other documentation shall be forwarded to the officer's Division Commander.

426.2 ON-DUTY PERSONNEL
(a) Follow-up Outside the City of Pasadena:
   1. Planned investigations or arrests outside of the City of Pasadena shall be conducted only after notifying the appropriate agency. The concerned section supervisor, or in his/her absence, the Watch Commander, shall be notified of the leaving of the City for this follow-up.

(b) Incidents Observed by On-Duty Personnel outside of the City of Pasadena:
   1. Incidents observed by On-Duty Personnel outside of the Pasadena area shall be reported to the communications section without delay and the proper agency notified. Only that action immediately necessary to protect life and property shall be initiated pending the arrival of the concerned agency.

426.3 OFF-DUTY PERSONNEL
(a) Although members of this department are not encouraged to do so, they may, at some time during their employment find themselves involved in a police incident that
Police Activity Outside of Jurisdiction by On or Off-Duty Personnel

requires immediate action while off-duty and outside the City of Pasadena. Personnel, whenever possible, shall notify the appropriate police agency rather than initiate the action.

(b) Any member of the Pasadena Police Department involved in a law enforcement action outside of the City of Pasadena will immediately notify the appropriate agency and then notify their immediate supervisor or the on-duty Watch Commander.

(c) Members of the department shall be governed by the same policies, procedures, training and legal requirements consistent with their employment with the Pasadena Police Department, regardless of the jurisdiction where their action takes place.
Immigration Policy

428.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to members of the Pasadena Police Department when contacting persons who are or may be residing in the United States while undocumented and to reaffirm equal enforcement of the law and equal service to the public regardless of immigration status.

428.2 POLICY
It is the expectation that Pasadena Police Department members will enforce the law equally and will not engage in law enforcement activities based solely on someone’s immigration status. Members of the Pasadena Police Department shall not contact, stop, detain, investigate or arrest persons exclusively on their immigration status, with the narrow exception of investigations involving national security concerns such as terrorism or transnational criminal activity (e.g. human, drug or weapon trafficking). The Pasadena Police Department will continue to enforce all applicable local and state laws; however, people living in, working, or visiting our community will not be subject to scrutiny by the Pasadena Police Department solely based on their immigration status. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status or national origin.

428.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status or national origin, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitutions. All individuals, regardless of immigration status, should feel secure that contacting the Pasadena Police Department will not make them vulnerable to harassment, arrest or deportation.

428.4 CIVIL VS. CRIMINAL FEDERAL OFFENSES
An individual non-US citizen who enters into the United States without the proper visa or immigration documents has committed a federal misdemeanor (8 USC § 1325(a)). Generally, an individual who initially made a legal entry into the United States but remained beyond the time approved in their documents has committed a federal civil offense. The investigation and prosecution of violations of civil and criminal federal immigration law falls within the authority of the federal government.

Despite the fact that an individual’s immigration status may reveal itself during an investigation, it is not the Pasadena Police Department’s duty to determine the immigration status of crime victims, witnesses, suspects or arrestees. The Pasadena Police Department will not enforce federal civil
immigration laws. Unless required by law, or the narrow exception of investigations involving national security concerns such as terrorism or transnational criminal activity (e.g. human, drug or weapon trafficking), the Department shall not investigate, detain, arrest or book any individual solely for federal criminal immigration law even when undocumented status has been revealed.

428.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Except as may be required by law, it is not the practice of the Pasadena Police Department to notify Immigration and Customs Enforcement (“ICE”) when booking arrestees.

No individual who is otherwise ready to be released should continue to be detained solely for the purpose of making notification to immigration authorities except to the extent required by law.

428.6 ICE REQUESTS FOR ASSISTANCE

Requests by ICE, or other federal agency, for assistance from the Department should be directed to a supervisor. The Department may provide to ICE or other federal agency the same, available, ancillary support services, such as traffic control or peacekeeping efforts, to protect the general public as the Department would provide based upon an incident dispatch made on complaint or request of any member of the public or inter-agency assist. To the maximum extent permitted by law, the Department shall not directly assist ICE in investigating, detaining or arresting individuals solely for violations of federal immigration law. The Department shall cooperate with ICE to the extent required by law and in efforts to investigate and to apprehend individuals in the United States that present national security concerns involving terrorism or transnational criminal activity such as human, drug or weapon trafficking.

428.7 INFORMATION SHARING

Federal law explicitly precludes the Pasadena Police Department from prohibiting, or in any way restricting, any individual (including any member of the Department) from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from ICE;
(b) Maintaining such information in Department records;
(c) Exchanging such information with any other federal, state or local government entity.

428.7.1 IMMIGRATION HOLDS

Individuals should not be held in custody in the Pasadena City jail solely for a civil immigration hold under 8 USC § 287.7 unless pursuant to court order.

428.7.2 NOTICE TO INDIVIDUALS

Individuals shall be given a copy of documentation received from Immigration and Customs Enforcement (ICE) regarding a hold, notification or transfer request along with information as to whether the Pasadena Police Department intends to comply with the request (Government Code § 7283.1).
Unless required by law, the Pasadena Police Department will not notify ICE that an undocumented person is being released. If the Pasadena Police Department is required to provide ICE with notification that an undocumented person is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

428.7.3 ICE INTERVIEWS
Before any interview between ICE personnel and an individual in custody for federal civil immigration violations, the Pasadena Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

428.8 U VISA AND T VISA PROTECTION FOR CERTAIN VICTIMS AND WITNESSES
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). In order for a U visa to be issued, a law enforcement certification should be completed by the Lieutenant assigned to Crimes Against Persons with review by the Criminal Investigations Division Commander, and approval by the Chief of Police.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). In order for a T visa to be issued, a law enforcement declaration should be completed by the Lieutenant assigned to Crimes Against Persons with review by the Criminal Investigations Division Commander, and approval by the Chief of Police.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Lieutenant assigned to Crimes Against Persons. This Lieutenant shall:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).
(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

(e) Inform the victim liaison of any requests and their status.

428.8.1 TIME FRAMES FOR U VISA AND T VISA APPLICATION COMPLETION
Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and submit the T visa application to the Lieutenant assigned to Crimes Against Persons within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed for a U visa or T visa application to the Lieutenant assigned to Crimes Against Persons pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim’s family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

428.8.2 REPORTING TO LEGISLATURE
The Custodian of Records or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

428.9 TRAINING
The Training Sergeant and the Jail Administrator shall ensure that all appropriate members receive immigration training.
Emergency Utility Service

430.1 PURPOSE AND SCOPE
The Pasadena Public Works Department and Water and Power Department have personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

430.1.1 BROKEN WATER LINES
The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by Communications Section.

430.1.2 ELECTRICAL LINES
City Public Works maintains electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The Water and Power Department should be promptly notified, as appropriate.

430.1.3 RESERVOIRS, PUMPS, WELLS, ETC.
City Water Department maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

430.1.4 EMERGENCY NUMBERS
A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Communications Section.

430.2 TRAFFIC SIGNAL MAINTENANCE
The City of Pasadena maintains all traffic signals within the City, other than those maintained by the State of California.

430.2.1 OFFICER'S RESPONSIBILITY
Upon observing a damaged or malfunctioning signal, the officer shall advise the Communications Section of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.
Field Training Officer Program

436.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer’s transition from the academic setting to the actual performance of general law enforcement duties of the Pasadena Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills. Officers selected as a FTO shall be evaluated every six months by the FTO Coordinator to assess his/her performance in the training program.

436.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

(a) Desire to be an FTO
(b) Minimum of two years of patrol experience and shall be off probation
(c) Demonstrated ability as a positive role model
(d) Participate and pass an internal oral interview selection process
(e) Evaluation by supervisors and current FTOs
(f) Possess a POST Basic certificate

436.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer’s Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004). Former Field Training Officers returning to the FTO program shall attend a POST certified Field Training Officer Update course prior to being assigned to the FTO program.

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.
436.2.3 CERTIFICATION

(a) The FTO Program Administrator and Patrol Division Commander have final approval and will decide if the applicant should be certified as an FTO.

(b) If the FTO Program Administrator and Patrol Division Commander certify the applicant as qualified, the applicant will be assigned a Probationary Officer for training and be authorized to wear the stripe and star insignia on their uniform. Certified FTO's will receive FTO pay in accordance with the current MOU.

(c) An FTO will remain certified, and authorized to wear the Stripe and Star, until such time he or she no longer meets certification, training or the required commitment to the Field Training Program.

(d) An FTO shall maintain certification by:

1. By maintaining a "Meets Standards" or above on their annual performance evaluations.

2. By maintaining a "Meets Standards" or above annual performance evaluation while assigned to a division outside of the Patrol Division.

   (a) Certified FTO's outside the FOD shall commit a minimum of 40 hours annually to the Field Training Program in a capacity approved by the FTO Sergeant.

3. By maintaining a current POST FTO certification.

4. With approval by the FTO Administrator and the FOD Division Commander.

(e) When the FTO Program Administrator and Patrol Division Commander deny applicant's certification, they will be provided feedback (from the FTO Sergeant and/or Administrator) on which area(s) of the qualification list they need to improve on before certification can occur.

436.2.4 REQUIRED TRAINING

(a) An officer or corporal selected as a Field Training Officer/Coordinator shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

(b) All FTO's must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO.

(c) The FTO Program Sergeant and Coordinator(s) will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position.

(d) Entry level and lateral officers shall be required to successfully complete the requirements of the Field Training Program to meet POST standards. These requirements are set forth in the Trainee Handbook, cycle check-off lists and the cycle
performance guidelines. When the FTO and the team sergeant agree that a trainee is ready to function competently as a solo police officer (‘L’ car) they will forward their recommendation to the FTO Coordinators and the FTO Program Administrator. If they concur, the trainee will be placed on ‘L’ car status (solo police officer) as a probationary officer. The Completion Record shall be completed with all the required signatures before the probationary officer is allowed to transition to ‘L’ car status.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR
The FTO Program supervisor should be selected from the rank of sergeant or above by the Patrol Division Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

(a) Assignment of trainees to FTOs
(b) Conduct FTO meetings
(c) Maintain and ensure FTO/trainee performance evaluations are completed
(d) Maintain, update, and issue the Field Training Manual to each trainee
(e) Monitor individual FTO performance
(f) Monitor overall FTO Program
(g) Maintain liaison with FTO coordinators of other agencies
(h) Maintain liaison with academy staff on recruit performance during the academy
(i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator’s Course within one year of appointment to this position (11 CCR 1004(c)).

436.4 TRAINEE DEFINED
Any entry level or lateral police officer newly appointed to the Pasadena Police Department who has successfully completed a POST approved Basic Academy.

436.5 REQUIRED TRAINING
Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee’s demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.
Obtaining Air Support

438.1 PURPOSE AND SCOPE
The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

438.2 REQUEST FOR HELICOPTER ASSISTANCE
If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

438.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY
After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will call the closest agency having helicopter support available. The Watch Commander on duty will apprise that agency of the specific details of the incident prompting the request.

438.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED
Police helicopters may be requested under any of the following conditions but not limited to the following:

(a) When the helicopter is activated under existing mutual aid agreements
(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard
(c) When the use of the helicopters will aid in the capture of a suspect whose continued freedom represents an ongoing threat to the community
(d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard
(e) Vehicle pursuits

438.3 ASSISTANCE TO OUTSIDE AGENCIES
Helicopter Assistance to Outside Agencies may occur under the following circumstances:

(a) The Helicopter Section patrol service may include day to day operations of the Foothill Air Support Team (FAST).
(b) In the absence of a direct contract, assistance may be provided:
   1. On an emergency mutual aid basis; and
   2. Outside agency requests for helicopter assistance must be approved by the Helicopter Section Lieutenant or the on-duty Watch Commander.
Contacts and Temporary Detentions

440.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

440.1.1 DEFINITIONS
Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

440.2 POLICY
The Pasadena Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.
440.3 FIELD INTERVIEWS
Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Pasadena Police Department to strengthen community involvement, community awareness, and problem identification.

440.3.1 INITIATING A FIELD INTERVIEW
When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act
(b) Actions suggesting that he/she is engaged in a criminal activity
(c) Presence in an area at an inappropriate hour of the day or night
(d) Presence in a particular area is suspicious
(e) Carrying of suspicious objects or items
(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon
(g) Location in proximate time and place to an alleged crime
(h) Physical description or clothing worn that matches a suspect in a recent crime
(i) Prior criminal record or involvement in criminal activity as known by the officer

440.4 PAT-DOWN SEARCHES
Once a valid stop has been made, and consistent with the officer’s training and experience, an officer may pat a suspect’s outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
(b) Where more than one suspect must be handled by a single officer.
(c) The hour of the day and the location or neighborhood where the stop takes place.
(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
(e) The actions and demeanor of the suspect.
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(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon. Whenever possible, pat-down searches should be performed by officers of the same gender.

440.5 FIELD PHOTOGRAPHS
Before photographing any field detainee, the officer shall carefully consider, among other things, the factors listed below.

440.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

440.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer’s reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

440.5.3 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Section.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part
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of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

440.5.4 SUPERVISOR RESPONSIBILITIES
While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

440.6 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

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

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

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

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

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

440.7 REFERENCE
Criminal Organizations

442.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the Pasadena Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

442.1.1 DEFINITIONS
Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

442.2 POLICY
The Pasadena Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

442.3 CRIMINAL INTELLIGENCE SYSTEMS
No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.
(b) Use of every criminal intelligence system is appropriately reviewed and audited.
(c) Any system security issues are reasonably addressed.

442.3.1 SYSTEM ENTRIES
It is the designated supervisor’s responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any
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supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Administrator may not purge such documents without the approval of the designated supervisor.

442.3.2 GANG DATABASES
The Chief of Police may approve participation by the Violent Crimes Section in a shared criminal gang intelligence database, such as CALGANG®. Members must obtain the requisite training before accessing any such database.

It is the Violent Crimes Section supervisor’s responsibility to determine whether any report or FI contains information that would qualify for entry into the database. Prior to designating any person as a suspected gang member, associate or affiliate in a shared gang database; or submitting a document to the Attorney General’s office for the purpose of designating a person in a shared gang database; or otherwise identifying the person in a shared gang database, the Violent Crimes Section supervisor shall provide written notice to the person and, if the person is under the age of 18, to his/her parent or guardian of the designation and the basis for the designation, unless providing that notification would compromise an active criminal investigation or compromise the health or safety of a minor. Notice shall also describe the process to contest the designation (Penal Code § 186.34).

The person, an attorney working on his/her behalf or his/her parent or guardian (if the person is under 18 years of age) may request, in writing, information as to whether the person is designated as a suspected gang member, associate or affiliate in a shared gang database accessible by the department, the basis for that designation and the name of the agency that made the designation. The department shall respond to a valid request in writing within 30 days, and shall provide the information requested unless doing so would compromise an active investigation or compromise the health and safety of the person if he/she is under 18 years of age (Penal Code § 186.34).

The person, or his/her parent or guardian if the person is under 18 years of age, may contest the designation by submitting written documentation which shall be reviewed by the Violent Crimes Section supervisor. If it is determined that the person is not a suspected gang member, associate or affiliate, the person shall be removed from the database. The person and the parent or guardian shall be provided written verification of the department’s decision within 30 days of receipt of the written documentation contesting the designation and shall include the reason for a denial when applicable (Penal Code § 186.34).

Upon receiving gang member or suspected gang member FI's or reports, the Records Section will forward them to the Violent Crimes Section for review. The Violent Crimes Section will review each FI or report to confirm their validity for gang database entry. The FI's or reports that meet the criteria will then be entered into CALGANG®. The original FI or report will be stored in the Records Section.
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Records contained in a shared gang database shall not be disclosed for employment or military screening purposes, and shall not be disclosed for the purpose of enforcing federal immigration law unless required by state or federal statute or regulation (Penal Code § 186.36).

442.3.3   REPORT TO THE CALIFORNIA DEPARTMENT OF JUSTICE
The Criminal Investigations Division Commander or the authorized designee shall ensure that the annual report of information submitted to a shared gang database as required by Penal Code § 186.34 is submitted to the California Department of Justice.

442.4   TEMPORARY INFORMATION FILE
No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

442.5   INFORMATION RECOGNITION
Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.
(b) Information related to a drug-trafficking operation.
(c) Vandalism indicating an animus for a particular group.
(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Sergeant to train members to identify information that may be particularly relevant for inclusion.

442.6   CRIMINAL STREET GANGS
The Violent Crimes Section supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with:
1. Any organization, associate or group of three or more persons that meets the definition of a criminal street gang under Penal Code § 186.22(f).
2. Identification of a person as a criminal street gang member and criminal street gang-related crimes.
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3. The California Street Terrorism Enforcement and Prevention Act (Penal Code § 186.21 et seq.), associated crimes and what defines a criminal street gang (Penal Code § 186.22).

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

442.7 TRAINING
The Violent Crimes Section, through the Training Sergeant, should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multiagency criminal intelligence system.

(c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.
Watch Commanders

444.1 PURPOSE AND SCOPE
Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

444.2 DESIGNATION AS ACTING WATCH COMMANDER
When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as acting Watch Commander. This policy does not preclude designating a less senior sergeant as an acting Watch Commander when operational needs require or training permits.
Mobile Audio/Video

446.1 PURPOSE AND SCOPE
The Pasadena Police Department has equipped marked patrol cars with Mobile Audio/Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

446.1.1 DEFINITIONS
Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio/Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

446.2 POLICY
It is the policy of the Pasadena Police Department to use mobile audio and video technology to more effectively fulfill the department’s mission and to ensure these systems are used securely and efficiently.

446.3 OFFICER RESPONSIBILITIES
Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Pasadena Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system’s operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.
446.4 ACTIVATION OF THE MAV
The MAV system is designed to turn on whenever the unit’s emergency lights are activated. The system remains on until it is turned off manually.

446.4.1 REQUIRED ACTIVATION OF MAV
This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

   (a) All field contacts involving actual or potential criminal conduct within video or audio range:
       1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
       2. Priority responses
       3. Vehicle pursuits
       4. Suspicious vehicles
       5. Arrests
       6. Vehicle searches
       7. Physical or verbal confrontations or use of force
       8. Pedestrian checks
       9. DWI/DUI investigations including field sobriety tests
       10. Consensual encounters
       11. Crimes in progress
       12. Responding to an in-progress call
   (b) All self-initiated activity in which an officer would normally notify Communications Section
   (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
       1. Domestic violence calls
       2. Disturbance of peace calls
       3. Offenses involving violence or weapons
(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

446.4.2 CESSATION OF RECORDING
Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person’s attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

446.4.3 WHEN ACTIVATION IS NOT REQUIRED
Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

446.4.4 SUPERVISOR RESPONSIBILITIES
Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Communications Section.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:
   1. The tracking number of the MAV system media.
   2. The date it was issued.
   3. The law enforcement operator or the vehicle to which it was issued.
   4. The date it was submitted.
   5. Law enforcement operators submitting the media.
   6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.
When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

446.5 REVIEW OF MAV RECORDINGS
All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports or statements
(b) By a supervisor investigating a specific act of officer conduct
(c) By a supervisor to assess officer performance
(d) To assess proper functioning of MAV systems
(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
(f) By department personnel who request to review recordings
(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
(h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
(i) By the media through proper process or with permission of the Chief of Police or the authorized designee
(j) To assess possible training value
(k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection.

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

446.6 DOCUMENTING MAV USE
If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation, indicating that the incident was recorded.

446.7 RECORDING MEDIA STORAGE AND INTEGRITY
Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of one year after which time it will be erased, destroyed or recycled in accordance with the established records retention schedule (Government Code § 34090.6).

446.7.1 COPIES OF ORIGINAL RECORDING MEDIA
Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

446.7.2 MAV RECORDINGS AS EVIDENCE
Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Pasadena Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

446.8 SYSTEM OPERATIONAL STANDARDS
(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.
(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer’s transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

446.9 MAV TECHNICIAN RESPONSIBILITIES
The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:
   1. Ensures it is stored in a secure location with authorized controlled access.
   2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:
   1. Pursuant to a court order.
   2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:
   1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.
446.10 TRAINING
All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.
Mobile Data Terminal Use

448.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications Section.

448.2 POLICY
Pasadena Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

448.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

448.4 RESTRICTED ACCESS AND USE
MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Watch Commanders.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

448.4.1 USE WHILE DRIVING
Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.
Mobile Data Terminal Use

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

448.5 DOCUMENTATION OF ACTIVITY
Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.
(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

448.5.1 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT when the vehicle is not in motion.

448.6 EQUIPMENT CONSIDERATIONS

448.6.1 MALFUNCTIONING MDT
Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Communications Section. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio. Members will create a DoIt request for the non-functioning MDT.
Ride-A-Long Program

449.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the Ride-Along program. The Ride-Along program is designed to foster greater community interest, understanding, cooperation and support. It affords government leaders, officials, members of professional or community organizations, educators, members of other law enforcement agencies, community members, and others conducting research approved by this department the privilege of personally observing Pasadena Police Department operations.

449.1.1 GENERAL
(a) It shall be the policy of this department to allow people to ride along with a Pasadena Police Department employee only to the extent that the department's operations are not impaired. All people who participate in the Ride-Along program must sign a "Waiver of Liability" as a condition of participating in the program. A "Waiver of Liability" must be signed for each subsequent ride along.
(b) Ride-along participants shall be assigned to officer(s) who can best represent the department. It is important that both the ride-along participant and the officer fully understand that the goals and duties of the department are paramount. Anything that might jeopardize the basic mission of the department will result in the immediate cancellation of the ride-along privilege.

449.1.2 ELIGIBLE PERSONNEL
(a) The Ride-Along program is designed for the following categories of participants:
   1. Members of the News Media.
   2. Public officials and/or community leaders.
   3. Students who are required to participate for scholastic reasons.
   4. Potential Employees
      (a) Current members of other police agencies who are considering lateral transfers to the Pasadena Police Department.
      (b) Current Applicants who are in the background process for the position of Police Trainee or Lateral Police Officer with the City of Pasadena, with the approval of the Employment Services Sergeant.
      (c) Pasadena Police Department chaplains and citizen police academy volunteers.
   5. Criminal Justice Employees
Ride-A-Long Program

(a) Current members of a criminal justice agency of a city, county, state or federal government.

(b) Members of a foreign country organization that has law enforcement or criminal justice responsibilities in that country.

(c) The Watch Commander may allow immediate adult family members of sworn officers to participate in the Ride-Along program.

6. Anyone else designated by the Chief of Police or a designee.

449.2 GUIDELINES

(a) The following limitations and guidelines will apply to the Ride-Along Program:

1. With the exception of persons from a foreign country, approval of ride-alongs will be at the discretion of the Watch Commander whose on-duty section would be hosting the requested ride along.

2. There will be no more than two (2) ride-alongs per watch at any one time unless authorized by the Chief of Police or a Division Commander.

3. Ride-alongs for members of criminal justice organizations in foreign countries or a person not within the select group listed within this order, will be at the approval of the Chief of Police or a Division Commander.

4. Ride-along participants will not be allowed to ride with an officer who is on probation.

5. No person under the age of 18 will be permitted to participate in the Ride-Along program unless approved by the Chief of Police or a Division Commander.

(a) Registered members of the Pasadena Police Department's Explorer Post, regardless of age, may participate in this program, provided their waiver is signed by a sworn Post advisor and a parent/guardian. They will only be allowed to ride once per month.

(b) The officer who has a ride-along participant assigned to ride in his/her unit will:

(a) Explain his/her job as fully as possible and attempt to create a favorable impression of the department.

(b) Instruct the ride-along participant to return to the police vehicle if a situation arises where the participant will be in danger, or his/her presence would hamper an investigation.

(c) Immediately report to his/her supervisor any time the ride-along participant interferes with his/her duties or willfully does not comply with rules and regulations. Any supervisor, at his/her discretion, may direct the termination of the ride-along participant's tour at any time, at either the request of the officer or the ride-along participant, or if exigent circumstances arise.
Ride-A-Long Program

(d) Not allow the Ride-Along participant to accompany an officer into the jail or the prisoner processing area without approval of the on duty Watch Commander or Jail Staff.

(e) Ensure that all ride-along participants wear appropriate body armor.

(c) Electronic Equipment

(a) Electronic equipment (i.e. cameras, video cameras, recording devices, etc.) will not be utilized by Ride-Along participants without the permission of the Police Chief or a Division Commander.

(d) Appearance

(a) Appropriate dress and cleanliness are required. (i.e. no bare feet, no tank tops, no cut-off shorts, etc.)

(e) Waiver

(a) With the exception of department employees, all persons who participate in the Ride-Along program shall read and sign the department's Ride-Along Waiver indemnifying the City of Pasadena from civil liability. The signing of the waiver shall be in the presence of the Watch Commander or his/her designee.

(b) The waivers will be filed and maintained by the Patrol Division.

449.3 FOLLOW UP

(a) Those officers who are assigned a Ride-Along participant will give that person a departmental Ride-Along Survey at the end of the tour. This is to obtain feedback from the participant in regards to his/her experience during the Ride-Along.

(b) The Survey will be filed and maintained with the waiver form by the Patrol Division Executive assistant.

(c) Surveys completed by citizen police academy volunteers are to be forwarded to the Community Services Section Lieutenant.
Body Worn Cameras

450.1 PURPOSE AND SCOPE
In-car (Mobile Audio Video) cameras and body worn cameras (BWC) provide additional documentation of police/public encounters and may be an important tool for collecting evidence and maintaining public trust. Persons reviewing recordings must be cautious before conclusions are reached about what the video shows.

It is the policy of the Pasadena Police Department to equip sworn personnel, and a select number of civilian employees, with BWCs. The cameras are intended to:

- Capture crimes in progress, whether perpetrated against the officer or the community, and to maintain this evidence for presentation in court.
- Document initial police response, the discovery of evidentiary items, and the actions of the police pursuant to an investigation including calls for service or self-initiated police contacts.
- Mitigate potentially confrontational interactions with members of the public through the presence of the BWC.
- Prevent and investigate complaints made against officers during the course of their police duties.
- Serve in training and performance feedback - ensuring the professionalism, accountability, and transparency of members of the Pasadena Police Department.

Officers shall utilize BWCs in accordance with the provisions in this general order and state and federal law to complement the performance of patrol personnel, investigators, and detention officers.

While recordings obtained from BWCs provide an objective record of events, it is understood that video recordings do not necessarily reflect the experience or state of mind of the individual member(s) in a given incident. Moreover, the recordings, especially video, have limitations and may depict events differently than the events recalled by the involved member. Video captures 2-dimensional images, which may be different from a member's 3-dimensional observations. Lighting and angles may also contribute to different perceptions. Specifically, it is understood that the recording device will capture information that may not have been heard and/or observed by the involved member and that the involved member may see and hear information that may not be captured on video.

450.2 POLICY
This policy provides guidelines for the use of BWCs by members of this department while in the performance of their duties, including all recording systems whether body-worn, hand-held or integrated into portable equipment. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.
This policy does not apply to lawful surreptitious audio-video recording, interception of communications for authorized investigative purposes, or to mobile audio/video recordings (see the Investigation and Prosecution and Mobile Audio/Video policies).

450.3 MEMBER PRIVACY EXPECTATION
All recordings made by members acting in their official capacity shall remain the property of the City of Pasadena, regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings. Members shall maintain full privacy and ownership interest in the unrelated content stored on personally owned recorders, including cellular telephones.

450.4 MEMBER RESPONSIBILITIES
Each uniformed member (Officers, Detention Officers, Park Safety, and Community Safety Officers) shall be responsible for making sure that he/she is equipped with a BWC issued by the Department, and that the recorder is in good working order prior to each shift. If the recorder is not in working order or malfunctions at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable. Uniformed members shall wear the BWC in a conspicuous manner and the cameras shall be forward facing on the uniform to facilitate optimal recording field of view.

Any member assigned to a non-uniformed position (Detectives and Special Investigative Units) shall carry an approved BWC any time the member believes that such a device may be useful. Non-uniformed members wearing a BWC shall wear the device in a conspicuous manner and forward facing to facilitate optimal recording field of view. This section does not apply to members acting in an undercover capacity.

When using a BWC, the assigned member shall record his/her name, PPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members shall document the use of a BWC and the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording prior to the conclusion of the investigation. Members shall include the reason for deactivation.

When a member reasonably believes a recorded contact may lead to a review by a subsequent supervisor, the member should promptly notify their supervisor of the existence of the recording.

Members shall not tamper with or dismantle any hardware or software component of the body worn camera.

All Department members using BWCs shall be trained and provided a copy of the policy prior to use of equipment. The training and course outline shall be documented in the Department's
Training Management System. Supervisors with Department members assigned BWCs shall conduct section training twice a year on the policy expectations, and use and maintenance of the BWC equipment. Employees will also be tested yearly via the Department's web-based policy review.

450.4.1 TRANSFER PROCEDURES
Members shall dock their issued body worn camera for automated upload of data files daily or when directed by a supervisor to ensure the timely transfer of data. This procedure will ensure that storage capacity is not exceeded within the device and to view uploaded audio/video files for report writing.

Members uploading audio/video files into storage shall include incident information (metadata) for any recording which has the likelihood of resulting in a criminal, civil, or administrative review or investigation. These incidents shall include those in which an employee may only be a secondary or peripheral responder. All associated recordings for these events, whether evidence or not, shall include general offense and case number.

Personnel assigned a BWC should allow sufficient time to upload files at the end of their shift to avoid incurring unnecessary overtime expenditures. All Department policies and MOUs regarding the use of overtime will apply.

450.5 SUPERVISOR RESPONSIBILITIES
Supervisors shall not use BWCs or online storage system until they have successfully completed the required training.

Supervisors shall ensure members assigned a BWC are utilizing the equipment according to policy guidelines. Supervisors may also conduct random or directed review of recordings to assess performance related to its use and note videos that may be appropriate for training and/or administrative review. Such reviews must comply with auditing section 450.14. Supervisors completing an audit should memorialize in the Notes field the purpose for each video audited.

When an incident arises that requires the immediate retrieval of BWC media for chain of custody purposes (including, but not limited to, officer involved shootings, in-custody deaths, critical incidents involving great bodily injury, or other incidents as determined by policy/supervision), a supervisor will respond to the scene, ensure the position/location of the BWC is documented and photographed, retrieve and take custody of the BWC, and ensure the data is uploaded and access is restricted (Penal Code § 832.13). Supervisors shall review relevant video recordings prior to submitting any administrative reports.

450.6 ACTIVATION OF THE BODY WORN CAMERA
This policy is not intended to describe every possible circumstance where the activation of the BWC is appropriate and/or required. Not all situations will clearly start out necessitating documentation by the BWC nor will all recorded events have a clear ending for when the BWC is no longer required.
The BWC should be activated in:

A. All enforcement and investigative contacts, including but not limited to:
   • Calls for service
   • Traffic stops
   • Pedestrian stops (including member-initiated consensual encounters)
   • Field interviews
   • Witness and victim interviews (except as noted below in Section 450.8)
   • Detentions
   • Arrests (Including Miranda advisements)
   • Searches (service of warrants, warrantless or consensual searches)
   • Crowd management and control
   • Canine deployments
   • Use of force investigations
   • Suspicion of crime occurring (narcotic investigations, problem locations, etc.)
   • Any activity the member believes may be criminal in nature

B. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

At no time is a member expected to jeopardize his/her safety in order to activate a BWC or other recording medium. If the immediate activation of the BWC is not feasible due to an imminent risk to the safety of the officer or others, the officer will activate the BWC at the first available opportunity after the immediate threat has been addressed. Members assigned a BWC should consider initiating a recording prior to contacting or detaining people in the course of their duties. Once a recording is initiated, a continuous recording of the event must take place until completion of the incident or contact.

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing video recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in video recording. When video recording is discontinued, officers should utilize other means of capturing the audio. Video recording should resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.

Members shall not use BWC devices to record communications or discussions with co-workers or supervisors, non-work related activities or non-law enforcement contacts. Members shall not use BWC devices to record discussion pertaining to tactical operations, such as those by SWAT personnel.
450.6.1 FIRST AMENDMENT ACTIVITY
Members shall not use BWC devices to record individuals who are engaged in peaceful protest or First Amendment protected speech or activities; unless the officer believes a violation of criminal law is occurring, may occur, or if the officer has direct interaction with a participant or third party to the event.

450.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER
Penal Code § 632 prohibits an individual from surreptitiously recording a "confidential" conversation if there is a reasonable expectation of privacy or confidentiality. However, Penal Code § 633 expressly exempts law enforcement from this prohibition during the course of a criminal investigation. Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

450.6.3 PROHIBITED USE OF BIOMETRIC SURVEILLANCE SYSTEM
The installation, activation, or use of biometric surveillance systems, including facial recognition, in connection with portable recorders is prohibited (Penal Code § 832.19).

450.7 ADVISEMENT ABOUT RECORDING
Private citizens do not have a reasonable expectation of privacy when talking with police personnel during the scope of an officer's official duties. Private citizens may have a reasonable expectation of privacy in their homes or place of business except when officers are lawfully present during the course of official duties (warrant, consent, exigent circumstances). Therefore, members are not required to give notice they are recording and/or obtain consent.

450.8 TERMINATION OF RECORDING
Once activated, the BWC should remain on continuously until the member's direct participation in the incident is complete, the situation no longer fits the criteria for activation, or unless tactical or practical reasons dictate otherwise. Recording may be stopped during significant periods of inactivity, such as report writing or other breaks from direct participation in the incident.

If the BWC is used during an enforcement situation and it becomes necessary to discuss issues or concerns related to privacy or officer-safety with another employee or supervisor, the device may be turned off. The intention to stop the recording should be noted by the officer verbally such that it is recorded by the BWC before the deactivation. When the aforementioned conversation has ended, the member should reactivate the camera promptly and the member shall note verbally that the recording has continued.

Members shall cease recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).
Circumstances when a member is not required to activate the BWC or may cease recording include, but are not limited to:

A. Officer and citizen safety would be compromised (e.g. a confidential informant, citizen informant, or undercover member);

B. A health care provider is discussing medical issues with a patient;

C. While in a hospital for an extended security detail with a subject or an arrestee. However, the BWC should be turned on in the hospital if a situation arises which requires police action or to garner investigative statements;

D. On a primary school campus, unless officers are responding to an imminent threat to public safety, such as assault in progress, or effecting an arrest;

E. Non-enforcement contacts in restrooms, dressing rooms, and locker rooms;

F. A witness or victim refuses to provide a statement if recorded and the encounter is non-confrontational;

G. In the members judgment, a recording would interfere with his or her ability to conduct an investigation, or may be inappropriate because of the victim or witness's physical condition, emotional state, age, or other sensitive circumstance (e.g. sexual assault victim);

H. If a member is on a perimeter post or assigned to a static post where he/she is not in contact with citizens, involved in an enforcement action, or actively part of the investigation;

I. Other examples as covered in instructional training sessions.

450.8.1 EXPLOSIVE DEVICE
Many portable recorders, including BWCs and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

450.9 PROHIBITED USE OF BODY WORN CAMERAS
Members are prohibited from personally retaining recordings of activities or information obtained while acting in their official capacity, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized Department purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned BWCs while acting in their official capacity. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

Generally, BWCs shall not be used as a surveillance tool to record members of the public engaged in lawful activity (see section 450.6 for exceptions).
450.10 RETENTION REQUIREMENTS
All recordings of evidentiary value shall be retained for a period consistent with the requirements of the organization's records retention schedule, but no less than 1 year pursuant to Government Code § 34090.6.

In the event of an accidental recording of a department member where the resulting recording is of no investigative or evidentiary value, the member who made the recording shall notify a supervisor and the recorded employee of the footage as soon as he/she becomes aware of its existence. An employee may request, via the chain of command, that the video be isolated. The supervisor shall email his/her Division Commander with sufficient information to located the video and an explanation for the request. The Division Commander shall review the video, approve or deny the request, and forward to the Strategic Services Division Commander for action through the System Administrator. All requests to isolate video shall be maintained by the Strategic Services Division Commander.

450.11 REVIEW OF RECORDINGS
Except for those situations otherwise contained within this policy, Department members will be allowed to review recordings for the following reasons:

A. To test the device to ensure it is operating properly;
B. When preparing written reports. Members should review recordings to assist with their investigation prior to the completion of their report. Recorded statements shall be summarized and documented in the narrative of the report;
C. Follow-up to an assigned criminal investigation;
D. Prior to courtroom testimony or for courtroom presentation;
E. By an authorized supervisor/investigator participating in an investigation or inquiry of a meritorious conduct, personnel complaint, or administrative or criminal investigation;
F. Pursuant to lawful process or by court order.

In the event video files are utilized for training purposes and the involved employee(s) object to the use of the video, such objection shall be submitted to the employee's section Lieutenant. The value of the video for training will be weighed against the employee's objections and basis for the objection.

Anytime a Department member reviews a recording pursuant to a criminal investigation, or in authoring a report or memorandum, the viewing person shall document in the report the fact that the recording was viewed.

BWC recordings shall not replace employees' investigative notes taken at the scene and members should not use the fact that a recording was made as a reason to write a less detailed report.

Whenever a BWC is present during a critical incident, such as an officer-involved shooting or in-custody death, the involved party or witness shall notify an on-duty supervisor as soon as practical. The supervisor shall secure the device until turned over to the Pasadena Police
Body Worn Cameras

Department supervisor assigned to the investigation. The BWC recording shall be uploaded to the storage system as soon as practical and access to the recording shall be restricted.

A Department member involved in an officer-involved shooting, in-custody death, incident resulting in great bodily injury, or suspected of criminal activity shall be given the opportunity to review his/her own BWC video recording of the incident prior to providing a statement to criminal investigators. In the event the involved member does not provide a voluntary statement to criminal investigators, the member will not be allowed to view any recordings until the administrative investigation. If deemed necessary and appropriate by the assigned investigative supervisor, the involved Department member shall be given the opportunity to review other relevant BWC recordings that memorialized the encounter from a similar vantage point. The member may have his/her representative present during the viewing of the video recordings and will be afforded the opportunity to privately consult with his/her representative before providing a statement.

Members are not authorized to play back BWC recordings to allow members of the public to review the recordings without approval from a Lieutenant.

450.11.1 ADMINISTRATIVE INVESTIGATION
As part of the administrative investigation, the member shall be given the opportunity to view the video recordings of the incident from his/her own BWC immediately prior to his/her interview. The member may have his/her representative present during the viewing of the video recordings and will be afforded the opportunity to privately consult with his/her representative before providing a statement.

450.12 BWC RECORDING REQUESTS THROUGH CALIFORNIA PUBLIC RECORDS ACT AND THROUGH DISCOVERY IN CRIMINAL PROCEEDINGS
If the Pasadena Police Department receives a public request for BWC recordings, refer to policy 810 Records Maintenance and Release.

Although the data contained within audio/video systems is not considered Criminal Offender Record Information (CORI), it shall be treated in the same manner as CORI data. All access to the systems is logged and subject to audit at any time. Access to the data from the systems is permitted on a right to know, need to know basis.

Pursuant to discovery requests in preparation for criminal trials, the investigator can make a copy of a BWC recording for release to the District Attorney's Office, City Attorney's Office, and/or other Judicial Department. The release shall be memorialized in a report by the investigator and signed as received by the prosecuting attorney, in compliance with current Department practice.

Prior to the public release of a recording containing the image of a readily identifiable Department member, that member shall be notified of the pending release as soon as practicable.
Body Worn Cameras

450.13 COORDINATOR
The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use, maintenance, and training of BWC recording devices and the storage of recordings, including:

A. Establishing a system for downloading, storing, and security of recordings;
B. Designating persons responsible for downloading recorded data;
C. Establishing a maintenance system to ensure availability of operable BWC devices;
D. Establishing a system for tagging and categorizing data according to the type of incident captured;
E. Establishing a system to prevent tampering, deleting, and copying recordings and ensure chain of custody integrity;
F. Working with the City Attorney’s Office to ensure an appropriate retention schedule for recordings and associated documentation;
G. Isolating accidental recordings upon request of the applicable Division Commander;
H. Maintaining logs of access and isolations of recordings (Penal Code § 832.18).

450.14 AUDITING
For the purpose of ensuring incidents are being recorded per this Policy, a supervisor may randomly audit the system to evaluate policy compliance and performance.

Generally, minor infractions regarding the use of the BWC and related equipment may be viewed as training opportunities and documented rather than means to take disciplinary action, especially in the implementation stage of the project.

The Policy and Risk Management Unit will be responsible for routinely reviewing and updating applicable policies to meet state and federal law and industry best practices.

450.15 PROHIBITION AGAINST MODIFICATION OF RECORDINGS
Members shall not copy, edit, alter, erase, or otherwise modify in any manner audio/video recordings except as authorized by law or Department policy. Audio/video recordings shall not be disseminated via electronic mail.
Bicycle Licenses

451.1 PURPOSE AND SCOPE
Bicycles are licensed, renewed, or transferred for Pasadena residents only, and in accordance with Vehicle Code Sections 3900 " 39012 and Pasadena Municipal Code Chapter 10.60.101 " 10.60.140.

Bicycle licenses are required for each bicycle that is operated on any street, road, highway or other public property within the jurisdiction of a city or county.

451.1.1 DEFINITION (BICYCLE)
A bicycle is described as any device upon which a person may ride which is propelled by human power through a system of belts, chains or gears having either two or three wheels with one of the wheels at least 20 inches in diameter or having a frame size of at least 14 inches, or having four or more wheels.

451.1.2 INITIAL LICENSES
Bicycle licenses may be obtained at any of the Fire Stations or at the Records Section Public Counter.

However, license renewals and transfer of ownership certificates can only be accomplished at the Records Sections Public Counter.

451.1.3 PROCEDURE FOR LICENSING, RENEWAL, AND TRANSFER OF OWNERSHIP
(a) The owner must provide the bicycle for examination and verification of serial number.
(b) A department employee must obtain the serial number from the bicycle
(c) The department employee will make a computer inquiry to determine if the bicycle is stolen. If the bicycle is listed in the computer as stolen, the Detective Section will be contacted before proceeding further.
(d) Bicycle License form (Reg. 193) will be completed, issued, and the appropriate copies filed in the bicycle license file in the Records Section.
(e) Any change of address of the bicycle owner must be reported within ten days.

451.1.4 FEES AND RETENTIONS
(a) A fee is charged for all bicycle transactions (i.e.), license fee, renewal fee, and the transfer of ownership fee.
(b) Bicycle license registrations and license renewals are issued for three-year segments.
(c) Licensing and registration must be completed within ten days of the purchase of a bicycle.
(d) Transfer of ownership must be completed within ten days of the purchase of a previously registered bicycle.

451.1.5 VIOLATIONS
Bicycle owners should be advised that violations of these rules, which are codified in both the Vehicle Code and in the Municipal Ordinance, are misdemeanor violations. In addition, the Police Department has the right to impound and retain any bicycle in violation of the laws, and may retain possession of the bicycle until the laws are complied with.
Neighborhood Action Team

454.1 PURPOSE AND SCOPE
The Neighborhood Action Team is a problem-oriented bicycle-policing unit that solves neighborhood problems. The Neighborhood Action Team strives to be world-class and engages the community to mutually solve neighborhood problems and work in partnership with all the diverse residential and business communities of the City, wherever people live, work, or visit, to enhance public safety and to reduce the fear and incidence of crime. The mission of the Neighborhood Action Team is to use the advantage of bicycle patrol to complement and enhance the quality of safety, and service, already provided to the community of Pasadena. Bicycle patrol officers have the advantage of being able to traverse any area in the City at any time. Bicycles are capable of maneuvering swiftly and safely through congested vehicular and pedestrian traffic. Bicycle patrol is a proactive method of Police patrol. Bicycles are often silent and difficult to see, providing the bicycle patrol officer with the advantage when attempting to apprehend offenders who are in the process of committing crimes and patrols in areas that are not accessible to Police vehicles. Bicycle patrol encourages the approachability of officers by providing opportunities to make positive contacts through the "The Pasadena Way."

454.2 POLICY
The Neighborhood Action Team patrols "Special Policing Districts" which are identified by crime statistics, calls for service, and officer and citizen observations. A mobile sub-station is strategically deployed within the policing district as a temporary Police station. The mobile sub-station provides bicycle officers with a place to write Police reports, contact residents, and hold impromptu neighborhood meetings. When deployed, the mobile sub-station is staffed with Police personnel and operates as a neighborhood outreach center. The special policing district should be a geographical area that is suitable for bicycle patrol based on the size of the district and the number of bicycle officers.

Generally, officers assigned to the Neighborhood Action Team will not be assigned as the primary unit on routine calls for service. However:

(a) Officers shall respond to emergency calls for service whenever possible.
(b) Officers may request to handle radio calls as primary units when the call for service relates to specific problems within the current policing district.
(c) Officers are encouraged to respond to calls as a back-up unit if they feel they are close enough to the location to respond in a timely manner.

454.3 SELECTION OF PERSONNEL
Bicycle patrol is a physically demanding assignment. Bicycle Patrol requires the officer to be in good physical condition and have no medical restrictions that would preclude the officer from riding a bicycle strenuously on various terrains and during all weather conditions (e.g. hot, humid,
Neighborhood Action Team

cold, winds, high allergen seasons, and other extreme conditions). Interested personnel shall be evaluated by the following criteria: Recognized competence and ability as evidenced by past performance.

(a) An annual evaluation with a minimum rating of "Meets Standards."
(b) A high degree of motivation and able to perform with minimal supervision.
(c) Good decision-making skills under normal and stressful situations.
(d) Good inter-personal skills.

Shall successfully complete a 40-hour P.O.S.T. certified bicycle patrol course.

454.3.1 BICYCLE PATROL UNIT SUPERVISOR
Special Teams Administrator (Patrol Section Lieutenant) shall have the responsibility for the following:

(a) Will be the Administrator of the Neighborhood Action Team.
(b) Will authorize any requests for the deployment or use of the Neighborhood Action Team by other Administrators and staff.

Neighborhood Action Team sergeant shall have responsibility for the following:

• Oversee the day-to-day operations of the unit.
• Organizing monthly bicycle training.
• Inspecting and maintaining inventory of the bicycles and program equipment.
• Scheduling maintenance and repairs.
• Evaluating performance of bicycle officers.
• Coordinating activities with the Patrol Section.

454.4 TRAINING
Neighborhood Action Team officers shall attend monthly training sessions. The purpose of training is to ensure officers maintain a high level of fitness, maintain a high degree of confidence and competency in their bicycle and tactical skills specific to bicycle patrol. Training shall minimally include the following:

(a) Bicycle patrol strategies.
(b) Bicycle safety and accident prevention.
(c) Operational tactics and accident prevention.
(d) Review of basic bicycle skills
454.5 UNIFORMS AND EQUIPMENT
Neighborhood Action Team officers shall wear departmentally approved uniform and safety equipment while operating the Police bicycle designed to maximize recognition as a "police officer" and meet the needs of the bicycle patrol officer. Safety equipment includes departmental approved helmet, riding gloves, protective eyewear, approved footwear and soft body armor (Department approved outer vest carrier optional). Neighborhood Action Team uniforms will consist of dark blue "Coolmax" type short and long sleeve type shirt with departmental approved cloth badge, silk screened patches, embroidered name and "POLICE" prominently stenciled on the back. Bicycle patrol pants or shorts will be dark blue in color with uniform appearance. The jacket shall be royal blue over dark blue in color with cloth badge, fabric patches, embroidered name and "POLICE" prominently stenciled on the back.

454.6 CARE AND USE OF PATROL BICYCLES

(a) Bicycles shall be primarily black or white in with a "POLICE" decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of Vehicle Code §2800.1(b).

(b) Bicycles shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

(c) Each bicycle shall be equipped with a steady or flashing blue warning light that is visible from the front, sides, or rear of the bicycle (Vehicle Code § 21201.3).

(d) All officers shall conduct the "ABC Quick Check" as covered in the Basic Bicycle Patrol Course Manual before deploying their assigned bicycle. officers will not deploy any bicycle that does not pass the ABC Quick Check or is unsafe for any other reason. officers shall report any unusual wear, noise, or needed repairs immediately.

(e) When damage occurs to any Police bicycle or Police car, a supervisor must be notified. Upon notification, the officer will fill out a repair request in duplicate. The original will remain with the supervisor and be logged. The duplicate will be given to Fleet maintenance for all Police cars or the bike repair shop authorized to conduct repairs for all bicycles.

(f) In transporting patrol bicycles, a designated marked Police car will be utilized equipped with a bicycle rack which is capable of securing 4 bikes. Before entering a highway the officer must make sure the bikes are secure to the rack and the rack is in the locked position. Driving at excessive speeds when bikes are being transported or when the rack is in the down position should not be done. It is the responsibility of each officer to notify the unit supervisor regarding any damage to the Police cars.

(g) There will be 2 marked Police cars assigned to the unit. Each car will have all required safety equipment including an authorized bicycle carrier. The carrier will be secured
to the rear of each car by use of a tow receiver and remain on the car at all times. The bicycle rack must be capable of securing 4 bikes. Before entering a highway the officer must make sure the bikes are secure to the rack and the rack is in the locked position. Driving at excessive speeds when bikes are being transported or when the rack is in the down position should not be done. It is the responsibility of each officer to notify the unit supervisor regarding any damage to the Police cars.

(h) The Mobile Sub-Station is the Neighborhood Action Team's sub-station and an integral part of the unit's philosophy. It is considered a community outreach tool and instrumental in the overall success of the unit in reaching its objectives. When the Mobile Sub-Station is deployed with a Special Policing District:

1. It should be parked in a conspicuous place with easy access to the community.
2. The load levelers should be set for stability (always remember to put them up before any movement).
3. Safety lights will be turned on whenever possible.
4. An officer will at all times remain with the command post when deployed.

*Each bicycle will have scheduled maintenance twice yearly to be performed by a department approved repair shop/technician.*

454.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Police bicycles are not considered "emergency Police vehicles" and may not be exempt from liability in cases when the Police bicycle is a factor. Bicycle patrol officers shall operate a bicycle with due regard for the safety of all persons using the roadway and shall be subject to all provisions applicable to the driver of a motor vehicle pursuant to CVC 21200(a). CVC 21200(b) (1) exempts a peace officer from the requirements of subdivision (a) when the bicycle is being operated under any of the following conditions:

(a) In response to an emergency call.
(b) While engaged in rescue operations.
(c) In the immediate pursuit of an actual or suspected violator of the law.
Wildlife Incidents

455.1 PURPOSE AND SCOPE
To establish guidelines for police department personnel when responding to wildlife incidents and assist them in identifying resources that may be called upon in a wildlife incident.

455.2 DEFINITION:
Wildlife refers to animals that are common to this area which include, but are not limited to: mountain lions, bobcats, black bears, deer, coyotes, predatory birds, skunks, raccoons, squirrels, opossum, and a variety of snakes.

455.3 POLICY
It is the policy of the Pasadena Police Department to respond to wildlife incidents using the philosophy of restraint with the optimum goal being the safe return of the animal to its natural habitat. All measures should be undertaken to further this goal. However, officers must always be aware that their primary responsibility is the protection of human life and property. Encroachment of wildlife into inhabited areas requires that officers must exercise sound judgment in determining the threat level that exists with the animal's presence in relation to humans occupying the same area.

455.4 REFERENCE
Volunteer Mounted Unit

457.1 PURPOSE AND SCOPE
The Volunteer Mounted Unit (or mounted patrol) provides uniformed patrol and observation in the Arroyo Seco recreation area and foothills of Pasadena, providing high police visibility in an area largely secluded from public view. The unit reports violations and other circumstances that may be a public safety concern or quality of life issue for follow up by non-volunteer personnel.

457.2 ORGANIZATION
(a) Management and oversight of the civilian Volunteer Mounted Unit will be provided by the Community Services's Lieutenant and the Volunteer Coordinator. Responsibilities for the coordinator include the administration of the unit, recruitment, and department policies/procedures compliance.

(b) The designated Volunteer Mounted Unit Leader, a unit member, will assist with administration of the unit including presiding at Mounted Unit functions, reporting activities of the unit to the Volunteer Coordinator, and assisting with assignments. The Mounted Unit Leader will be appointed by the Volunteer Unit Coordinator with the approval of the Community Services Lieutenant.

457.3 REQUIREMENTS
(a) Volunteer Mounted Unit members operate under the status of volunteer uniformed personnel.

(b) Appointment to the Volunteer Mounted Unit shall be granted by the Police Chief or designee.

(c) Minimum Mounted Unit requirements shall be:
1. Successful graduation from the Community Police Academy
2. Successful completion of 18 hours of patrol ride-alongs
3. Successful completion of the 8-week CAPP Training.
4. Rider and horse teams must demonstrate to the Unit's sworn supervision a series of skills during an annual Proficiency Test, and to the Unit's Volunteer Leader during training rides, the ability to perform Mounted Unit responsibilities at a satisfactory level. Each rider/horse team must be evaluated in the following areas:
   (a) Soundness and condition of horse
   (b) The horse's behavior when approached by humans and other horses
   (c) Horse’s response to stimulus consistent with encounters that may occur during patrols
Volunteer Mounted Unit

(d) Ability of the rider to:

1. Properly tack the horse
2. Safely lead and maneuver the horse from the ground
3. Maintain proper seat and control of the horse at the walk, trot and lope
4. Come to a complete stop and have the horse stand quietly
5. Control of horse during stimulus scenarios
6. Back the horse, side-pass and have the horse walk quietly in small circles
7. Demonstrate the horse’s trail soundness on one or more "ride-alongs" with an appointed Lead member of the Unit.
8. Successful completion of a six (6) months probationary program with the Unit Leader as a Field Training Member completing evaluations.
9. Volunteer Mounted Unit members are required to complete 8 hours per month on patrol (not including donning and doffing time).

(d) Volunteer Mounted Unit members are required to attend Volunteer Unit meetings, including two administrative meetings per year, an annual Proficiency Test and twice a year horsemanship training sessions as outlined in bi-annual training documentation.

(e) Volunteer Mounted Unit members shall furnish horse, suitable saddle, and tack at their own expense. Stable and veterinary charges are also at the individual member's expense.

(f) All Volunteer Mounted Unit personnel may be required to assist with New Years' Day activities and other events.

(g) If a rider changes horses for Mounted Unit purposes, the replacement horse must complete the Proficiency Test before utilization on patrol.

457.4 UNIFORMS AND EQUIPMENT

(a) Uniform items, to be purchased and maintained by the individual member, include:

1. Denim trousers, black
2. Riding boots, black, (to be worn under the pant leg)
3. Duty jacket, black
4. Crew-neck t-shirt, white, (to be worn under the uniform shirt)
Volunteer Mounted Unit

(a) PPD turtleneck shirt, black, (optional, to be worn under the long sleeve shirt)

5. Certified riding helmet
6. Flashlight

(b) The following items shall be issued to the Mounted Unit members. These items shall be returned the Department upon separation.

1. Cloth Badge (2)
2. Tan uniform shirt, long and short sleeve with Department shoulder patches and "MOUNTED VOLUNTEER" insignia
3. Official departmental identification card
4. Name plate
5. Whistle and chain
6. Cloth name patch
7. Mounted Unit hat piece
8. Mounted Unit belt buckle
9. Duty belt ('Sam Browne'), black, leather, basket weave
10. Key holder, black, leather
11. Flashlight holder, black, leather or synthetic, basket weave
12. "Leatherman" tool with case
13. Two extra Department shoulder and "mounted volunteer" patches for duty jacket.

(a) ATTACHMENT: Mounted Unit Proficiency Test Evaluator's Guide

(b) POLICY MODIFIED 5/17
Foot Pursuit Policy

458.1 PURPOSE AND SCOPE
This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

458.1.1 POLICY
It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

458.2 DECISION TO PURSUE
The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.
(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
(c) A canine search.
(d) Thermal imaging or other sensing technology.
Foot Pursuit Policy

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

458.3 GENERAL GUIDELINES
When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer definitely known.
(n) The officer’s ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

458.4 RESPONSIBILITIES IN FOOT PURSUITS

458.4.1 COMMUNICATIONS SECTION RESPONSIBILITIES
Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.
(b) Coordinating pursuit communications of the involved officers.
(c) Broadcasting pursuit updates as well as other pertinent information as necessary.
(d) Ensuring that a field supervisor is notified of the foot pursuit.
(e) Notifying and coordinating with other involved or affected agencies as practicable.
(f) Notifying the Watch Commander as soon as practicable.
(g) Assigning an incident number and logging all pursuit activities.

458.5 REPORTING REQUIREMENTS
The initiating officer shall complete appropriate crime/arrest reports documenting, at minimum:

(a) Date and time of the foot pursuit.
(b) Initial reason and circumstances surrounding the foot pursuit.
(c) Course and approximate distance of the foot pursuit.
(d) Alleged offenses.
(e) Involved vehicles and officers.
(f) Whether a suspect was apprehended as well as the means and methods used.
   1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
(g) Arrestee information, if applicable.
(h) Any injuries and/or medical treatment.
(i) Any property or equipment damage.
(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall ensure his/her involvement is memorialized in a supplemental report, as necessary or directed, or recorded in the initial arrest report.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.
In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

458.6 REFERENCE
Report Distribution Guide

459.1 PURPOSE AND SCOPE
This order establishes a Distribution Guide for Incident Reports. The Distribution Guide is designed to facilitate proper distribution of information.

459.1.1 POLICY
Department employees shall adhere to this guide when directing copies of police reports internally, to city departments or outside agencies.

459.2 RESPONSIBILITY
A supervisor approving reports shall insure compliance with this policy. However, when exceptional circumstances indicate the need for policy deviation in report distribution, the supervisor may designate copies to appropriate individuals, departments or outside agencies.

It is the responsibility of the Records Section to perform the report distribution process. The distribution of reports is performed during the case copying process.

459.3 REPORT DISTRIBUTION
(a) The distribution process consists of two types of activities:
   1. Photocopying of reports, and
   2. Distribution of reports

459.4 INVESTIGATIVE REPORTS
Copies of reports involving criminal offenses are sent to the investigations unit for information or investigation. Department of Justice. Penal Code Section 11107 identifies the reports local agencies are required to send the Department of Justice. California Highway Patrol. Vehicle Code Section 2008 identifies the traffic accident reports that must be sent to the California Highway Patrol.

459.5 REFERENCE
See Report Distribution Guide.
Noise Disturbance Response Call-Back

461.1 PURPOSE
The purpose of this order is to implement the City of Pasadena Municipal Code 9.43 for police services at parties, gatherings, or events on private property. This ordinance requires the person or entity who controls the property where the party or gathering, or event takes place to be responsible for the expense of police emergency services necessary at such party gathering or event under certain circumstances.

461.1.1 DEFINITIONS
(a) Party, gathering or event- means a group of persons who have assembled or are assembling for a social occasion or for a social activity.

(b) Police services- means the salaries and burden rate of the police personnel for the amount of time actually spent in responding to or in remaining at the party, gathering or event at a rate established by City Council in the Pasadena General Fee Schedule; the actual costs of any medical treatment to any officers; and the cost of repairing, or replacing any damaged or lost or stolen City equipment or property.

(c) Person responsible for the event- means the person or entity who owns the property where the party, gathering or event takes place; the person in charge of the premises; and/or the person who organized the event.

(d) Expense of the emergency services- means those costs incurred by the City in making any appropriate emergency response to the incident, and shall be comprised of all costs directly arising out of the response to a particular incident, including but not limited to the cost of providing police, fire, rescue, and emergency medical services at the scene of the incident, as well as the salaries of the personnel responding to the incident.

461.2 REFERENCE
Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

462.2 POLICY
The policy of the Pasadena Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

462.3 ADMINISTRATION
The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Pasadena Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Executive Administrator of the Strategic Services Division. The Executive Administrator of the Strategic Services will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

462.3.1 ALPR ADMINISTRATOR
The Executive Administrator of the Strategic Services Division shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.

(b) Training requirements for authorized users.

(c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

(d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

(e) The title and name of the current designee in overseeing the ALPR operation.

(f) Working with the City's Department of Information Technology (DoIT) and the Custodian of Records on the retention and destruction of ALPR data.
(g) Ensuring this policy and related procedures are conspicuously posted on the department’s website.

462.4 OPERATIONS
Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

462.4.1 VOLUNTEER OPERATORS OF ALPR
(a) Selected CAPP Volunteers will be authorized to drive and use an ALPR equipped volunteer vehicle for information gathering purposes only.

1. ALPR certified volunteers will be selected by the Volunteer Coordinator and approved by the Chief of Police or his/her designee.

2. ALPR certified volunteers will be trained regarding the use and procedures associated with driving the vehicle equipped with an ALPR.

3. Volunteers are not to access any information other than the normal scanning operation of the ALPR.

462.5 DATA COLLECTION AND RETENTION
The Executive Administrator of the Strategic Services is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.
Automated License Plate Readers (ALPRs)

All ALPR data downloaded to the server should be stored for a minimum of two years in accordance with the City’s established records retention schedule. Thereafter, ALPR data will be purged. Any ALPR data related to evidence in a criminal or civil action or data that is subject to a discovery request or other lawful action should be downloaded from the server onto portable media and booked into evidence.

462.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Pasadena Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

462.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law by emailing the internal pd_cau group. Requests must be made utilizing a government recognized email account. Agencies requesting ALPR data shall include the following in their request:

(a) The agency makes an email request for the ALPR data that includes:
   1. The name of the agency.
   2. The name of the person requesting.
   3. The intended purpose of obtaining the information and case number.

(b) The request should be reviewed by the Technical Services Administrator or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).
462.8 TRAINING
The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

462.9 REFERENCE
Transportation of Prisoners

463.1 POLICY
It is the policy of this department that the transporting officer(s) shall be responsible for the custody and care of a prisoner until such time as the prisoner(s) is/are accepted into the custody of the Pasadena city jail, county jail or any other authorized holding facility.

463.2 AUTHORIZED METHODS OF TRANSPORTATION

(a) Methods of Transportation

1. Two-Officer Method
   (a) The two-officer method shall be used when transporting combative prisoners, and prisoners under the influence of P.C.P. or other substance likely to result in a combative state. Provided jail operations minimum staffing levels are met, a combination of officer and detention officer may be utilized for out-of-city prisoner and court transports when approved by a supervisor.

   (b) The prisoner shall be handcuffed behind their back and placed in the rear seat of the police unit. They shall be securely fastened in place with the seatbelt. It is generally recommended that all prisoners be transported in caged vehicles in order to allow for maximum safety and security for transporting officers. When a prisoner is to be transported in a non-caged vehicle and two escort officers are available, the prisoner shall be placed in the rear seat on the passenger side away from the driver of the vehicle. The second officer shall sit in the rear seat behind the driver.

   (c) Suspects under the influence of Phencyclidine (PCP) or any other controlled substance that may cause psychotic and/or hallucinogenic episodes, the prisoner shall be double-handcuffed as a precautionary measure. This does not preclude any transporting officer from double-handcuffing any prisoner should he/she deem it necessary for any other reason.

2. One-Officer Method
   (a) The one-officer method may be used when transporting non-combative prisoners. It is generally recommended that all prisoners be transported in caged vehicles in order to allow for maximum safety and security for the transporting officer.

   (b) The prisoner typically shall be handcuffed behind their back and placed in the rear seat of the police unit. They shall be securely fastened in place with the seat belt.

   (c) Although it is not generally recommended, circumstances may prevail that require one officer transport of a prisoner in a non-caged vehicle. When a prisoner is to be transported in a non-caged vehicle and only one escort officer is available, the prisoner shall be placed in the front passenger seat
Transportation of Prisoners

and secured by handcuffs and a seat belt. Single officer transport in a non-caged vehicle requires the approval of a supervisor.

3. Transportation of Female Prisoners
   (a) The "one-officer" method may be used by male officers with proper radio notification to communications, giving time and mileage.
   (b) The prisoner shall be handcuffed behind her back and placed in the rear seat of the police unit. The prisoner shall be securely fastened in place with the seat belt.
   (c) At least one authorized female employee of the police department should be used to transport females to the Juvenile Hall or to a detention facility outside of the city. Two male employees may transport a female prisoner with supervisor approval.

4. Transportation of Opposite Gender Prisoners
   (a) Prisoners of the opposite gender will not be transported together in the same vehicle.
   (b) The exception shall be during the court transportation when the opposite gender can be secured in the cage of the jail transportation vehicle.

5. Prisoners Requiring Special Care
   (a) When prisoners require special care and attention to accommodate physical or mental disabilities during the transport process, the transporting officer or a supervisor shall arrange for the required special equipment or any special vehicle to affect the transport in a safe and secure manner. Special vehicles, such as an ambulance, shall be used when safe transportation cannot be accomplished in a Pasadena Police Department vehicle.

POLICY MODIFIED 9/17
Homeless Persons

464.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Pasadena Police Department recognizes that members of the homeless community are often in need of special protection and services. The Pasadena Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

464.1.1 POLICY
It is the policy of the Pasadena Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

464.2 HOMELESS COMMUNITY LIAISON
The Chief of Police will designate members of the Pasadena Police Department to act as Homeless Liaison Officers through assignment to the Homeless Outreach-Psychiatric Evaluation (HOPE) Team. The responsibilities of the designated HOPE Team Officers, aside from those designated in their mission statement, will include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of identifiable and non-abandoned personal property of the homeless. This will include the following:
   1. Proper posting of notices of trespass and clean-up operations.
   2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with Policy § 804 and other established procedures, when applicable.

(e) Be present, when possible, during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(f) Be present, when possible, during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.
464.3 FIELD CONTACTS
Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate. Officers should contact members of the HOPE Team to assist them in these efforts, when applicable.

464.3.1 OTHER CONSIDERATIONS
Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
(b) Document places the homeless person may frequent.
(c) Provide homeless victims with victim/witness resources when appropriate.
(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.
(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with Policy § 326.
(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
(g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

Due to the outreach nature of the HOPE Team, which must build rapport with the community's homeless and mental health consumer population, HOPE Team Officers will generally not conduct criminal investigations, nor make arrests of homeless/mentally ill persons involved in criminal activity, and will refer these law enforcement matters to appropriate patrol personnel.

464.4 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and
Homeless Persons

retaining the identifiable and salvageable personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping, when appropriate. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or consultation with the HOPE Team. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the City of Pasadena's Public Works Department.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the HOPE Team if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the HOPE Team to address the matter in a timely fashion.

464.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (See Policy § 418).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

464.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.
Medical Aid and Response

465.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

465.2 POLICY
It is the policy of the Pasadena Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

465.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications Section and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications Section with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.
(b) The nature of the incident.
(c) Any known scene hazards.
(d) Information on the person in need of EMS, such as:
   1. Signs and symptoms as observed by the member.
   2. Changes in apparent condition.
   3. Number of patients, sex, and age, if known.
   4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
   5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.
465.4 TRANSPORTING ILL AND INJURED PERSONS
Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

465.5 PERSONS REFUSING EMS CARE
If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

465.6 MEDICAL ATTENTION RELATED TO USE OF FORCE
Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

465.7 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the
officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility, person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

465.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE
A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

465.8.1 AED USER RESPONSIBILITY
Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Communications Section as soon as possible and request response by EMS.

465.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use.

465.8.3 AED TRAINING AND MAINTENANCE
The Training Sergeant should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).
465.9 ADMINISTRATION OF NALOXONE (NARCAN) - OPIOID OVERDOSE MEDICATION
Trained members may administer opioid overdose medication (Civil Code § 1714.22; Business and Professions Code § 4119.9).

1. If a trained officer administers nasal naloxone (Narcan) the officer shall complete the Narcan Administration Form and submit it to the Naloxone Coordinator by end of shift.

2. The Naloxone Coordinator will capture all required data and follow direction under 465.9.3 Medication Reporting.

3. The Naloxone coordinator will verify the forms are complete and forward and electronic copy to the Pasadena Fire Dept. EMS Battalion Chief for review.

4. The Pasadena Fire Department EMS Battalion Chief (or his designee) will review the Naloxone Administration form and the Electronic Patient Care form created by the treating paramedics.Any issue(s) noted by this review will be communicated back to the Naloxone Coordinator.

5. The Naloxone Coordinator will review the issue with the treating officer.He will also make notification to all Watch Commanders and Sergeant’s for review at shift briefing (excluding officer information).This will allow for continuous quality improvement of the program.

465.9.1 NALOXONE COORDINATOR
The Chief of Police shall appoint a Naloxone Coordinator to administer the to law enforcement program. The coordinator’s responsibilities will include:

1. Ensuring opioid medication is assigned, current, logged, and tracked.

2. Ensuring members of Pasadena Police Department are adequately trained in use and storage.

3. Ensure that any use of opioid medication on a subject is documented in a police report, and reported to the Pasadena Fire Department EMS Battalion Chief or his designee within 24 hours.

4. Ensure that opioid medication is replaced if used, lost, damaged, or expired.

465.9.2 NALOXONE - OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES
Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Naloxone Coordinator.

Authorized employees should use opioid overdose medication on subjects believed to be suffering from an opioid overdose. Information that a subject is suffering from an opioid overdose includes, but is not limited to:

(a) Pinpoint pupils

(b) Depressed respiratory rate
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(c) Shallow or absent breathing
(d) Respiratory arrest
(e) Lips and fingernails appear blue
(f) Skin is pale and clammy
(g) Lethargic or unresponsive mental status
(h) Evidence of opioid use

Any member who administers an opioid overdose medication should contact Communications Section as soon as possible and request response by EMS. Members should notify a supervisor as soon as practical when opioid medication has been used.

465.9.3 NALOXONE - OPIOID OVERDOSE MEDICATION REPORTING
In accordance to EMS regulations and policy, the Naloxone Coordinator will be responsible for all data collection and reporting.

The data shall be retained by the Naloxone Coordinator until the EMS agency Online Reporting Database is launched. Once the Online Reporting Database is launched the Naloxone Coordinator will then enter all mandated information each time a use occurs.

Any member administering opioid overdose medication should detail its use in the Naloxone Usage Report and forward the report to the Naloxone Coordinator.

The Naloxone Coordinator will ensure that a copy of the Naloxone Usage Report is forwarded to the Pasadena Fire Department EMS Battalion Chief or his designee.

See attachment: NARCAN Administration Report.pdf

465.9.4 NALOXONE - OPIOID OVERDOSE MEDICATION TRAINING
The Naloxone Coordinator should ensure initial and refresher training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100019 and any applicable POST standards (Civil Code § 1714.22).

The Naloxone Coordinator will communicate all issues that occurred over the year with the lead training instructor. Issues will be covered as part of annual training to assist with continuous quality improvement.

465.9.5 DESTRUCTION OF NALAXONE - OPIOID OVERDOSE MEDICATION
The Naloxone Coordinator shall ensure the destruction of any expired opioid overdose medication (Business and Professions Code § 4119.9).
465.9.6 NALOXONE - OPIOID OVERDOSE MEDICATION RECORD MANAGEMENT
Records regarding acquisition and disposition of opioid overdose medications shall be maintained and retained in accordance with the established records retention schedule and at a minimum of three years from the date the record was created (Business and Professions Code § 4119.9).

465.10 FIRST AID TRAINING
The Training Sergeant should ensure officers receive initial first aid training within one year of employment and refresher training every two years thereafter (22 CCR 100016; 22 CCR 100022).
Aircraft Accidents

467.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

467.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/ dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

467.2 POLICY
It is the policy of the Pasadena Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

467.3 ARRIVAL AT SCENE
Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.
(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
(c) Preserve ground scars and marks made by the aircraft.
(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
(e) Maintain a record of persons who enter the accident site.
(f) Consider implementation of an Incident Command System (ICS).

467.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.
467.5 NOTIFICATIONS
When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department
(b) Appropriate airport tower
(c) Emergency medical services (EMS)

467.6 CONTROLLING ACCESS AND SCENE AUTHORITY
Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.
(b) Fire department, EMS or other assisting law enforcement agencies.
(c) Coroner.
(d) Air Carrier/Operators investigative teams with NTSB approval.
(e) Appropriate branch of the military, when applicable.
(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

467.7 DANGEROUS MATERIALS
Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
(b) Pressure vessels, compressed gas bottles, accumulators and tires.
(c) Fluids, batteries, flares and igniters.
(d) Evacuation chutes, ballistic parachute systems and composite materials.

467.8 DOCUMENTATION
All aircraft accidents occurring within the City of Pasadena shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of PPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

467.8.1 WRECKAGE
When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.
(b) Attempt to ascertain the number of casualties.
(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
(e) Acquire copies of any recordings from security cameras that may have captured the incident.

467.8.2 WITNESSES
Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.
(b) A detailed description of what was observed or heard.
(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
(d) The names of all persons reporting the accident, even if not yet interviewed.
(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

467.9 MEDIA RELATIONS
The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should
be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims’ names. The PIO should coordinate with other involved entities before the release of information.
Crisis Intervention Incidents

468.1 PURPOSE AND SCOPE
This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person’s mental state and intent in order to effectively and legally interact with the individual.

468.1.1 DEFINITIONS
Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person’s internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

468.2 POLICY
The Pasadena Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members’ interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

468.3 SIGNS
Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness
(b) Threats of or attempted suicide
(c) Loss of memory
(d) Incoherence, disorientation or slow response
(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
(g) Social withdrawal
(h) Manic or impulsive behavior, extreme agitation, lack of control
(i) Lack of fear
(j) Anxiety, aggression, rigidity, inflexibility or paranoia
Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

468.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS
The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

468.5 FIRST RESPONDERS
Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer’s authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
(d) Attempt to determine if weapons are present or available.
   1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).
(e) Take into account the person’s mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
(f) Secure the scene and clear the immediate area as necessary.
(g) Employ tactics to preserve the safety of all participants.
(h) Determine the nature of any crime.
(i) Request a supervisor, as warranted.
(j) Evaluate any available information that might assist in determining cause or motivation for the person’s actions or stated intentions.
(k) If circumstances reasonably permit, consider and employ alternatives to force.

468.6 DE-ESCALATION
Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

• Evaluate safety conditions.
• Introduce themselves and attempt to obtain the person’s name.
• Be patient, polite, calm, courteous and avoid overreacting.
• Speak and move slowly and in a non-threatening manner.
• Moderate the level of direct eye contact.
• Remove distractions or disruptive people from the area.
• Demonstrate active listening skills (e.g., summarize the person’s verbal communication).
• Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

• Use stances or tactics that can be interpreted as aggressive.
• Allow others to interrupt or engage the person.
• Corner a person who is not believed to be armed, violent or suicidal.
• Argue, speak with a raised voice or use threats to obtain compliance.

468.7 INCIDENT ORIENTATION
When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
(b) Whether there have been prior incidents, suicide threats/Attempts, and whether there has been previous police response.
(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.
468.8 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

Evaluate whether a critical incident stress management debriefing for involved members is warranted.

468.9 INCIDENT REPORTING
Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

468.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

468.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS
Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person
may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

468.11 EVALUATION
The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

468.12 TRAINING
In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).
Chapter 5 - Traffic Operations
Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE
The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT
Several factors are considered in the development of deployment schedules for officers of the Pasadena Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

500.3 ENFORCEMENT
Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer’s work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:
500.3.1 WARNINGS
Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS
Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

(a) Explanation of the violation or charge

(b) Court appearance procedure including the optional or mandatory appearance by the motorist

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter

(b) Felony and misdemeanor driving under the influence of alcohol/drugs

(c) Felony or misdemeanor hit-and-run

(d) Refusal to sign notice to appear

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES
If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS
The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).
Traffic Function and Responsibility

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS
Each vest should be stored inside the re-sealable plastic bag provided to protect and maintain the vest in a serviceable condition.
Traffic Collision Reporting

502.1 PURPOSE AND SCOPE
The Pasadena Police Department will respond to collision scenes to assess injuries and assist the involved parties with tow requests and information exchange. Collisions involving injuries, damage to City property, or criminal involvement shall be documented in compliance with the California Highway Patrol Collision Investigation Manual (CIM).

502.2 RESPONSIBILITY
The Traffic Lieutenant will be responsible for distribution of the Collision Investigation Manual. The Traffic Lieutenant will receive all changes in the state manual and ensure conformity with this policy.

502.3 TRAFFIC COLLISION REPORTING
Copies of all traffic collision reports taken by members of this department shall be forwarded to the Traffic Section for entry into the Traffic Management System maintained by the Department of Transportation. The Traffic Lieutenant will be responsible for monthly reports on traffic collision statistics to be forwarded to the Criminal Investigations Division Commander.

502.4 COLLISION RESPONSE
(a) Response to non-injury collisions shall be in an expedient manner. Personnel shall not interrupt their response unless a greater emergency arises requiring their response. Non-injury collision cases shall be assigned to a police officer, community services officer (CSO), or a qualified volunteer and their duties/responsibilities will be to:

1. Take whatever steps are necessary to clear traffic congestion.
2. Assist involved parties in obtaining tow service, if needed.
3. Advise all parties of their legal requirements pursuant to the state financial responsibility laws.
4. Complete the appropriate collision reporting forms. (See 502p)

(b) Response to collision cases, which have been reported as having injured persons involved, shall be handled in the following manner:

1. The closest patrol unit shall respond in an expedient manner.
2. With the report of a person down in the street, or other circumstances that indicate that lives may be in danger, the closest unit shall be dispatched Code 3.
3. The foregoing shall not preclude a supervisor or dispatcher from directing a Code 3 response to an injury collision when circumstances dictate an immediate need for police presence at the scene.
4. The first officer arriving at the scene shall make an appraisal of the situation and make appropriate notification requesting additional assistance (paramedic, fire, police, public works, etc.) and/or canceling previously dispatched emergency units. Injury collision cases shall be assigned to a police officer, or community services officer (CSO), and their duties/responsibilities will be to:

(a) Attend to injured victims
(b) Take whatever steps are necessary to clear traffic congestion.
(c) Assist involved parties in obtaining tow service, if needed.
(d) Advise all parties of their legal requirements pursuant to the state financial responsibility laws.
(e) Complete the appropriate collision reporting forms.

5. Under the following circumstances, the on-duty Traffic Lieutenant or Sergeant shall be notified for traffic investigators' response. The Watch Administrator shall make notification during off-duty hours to the Traffic Lieutenant for the response of qualified traffic investigation personnel.

(a) Fatalities
(b) Major injury with the likelihood of death
(c) Serious injury to any on-duty City employee.
(d) Substantial liability on behalf of the City.
(e) Other circumstances, at the discretion of the on-duty Watch Administrator, in consultation with the Traffic Lieutenant

While awaiting arrival of the Traffic Investigation Team, the duties/responsibilities of Patrol personnel shall be to:

(a) 1. (a) Patrol will complete the face sheet(s) of the collision report as well as document their actions while they were on scene.
(b) These Patrol reports will be submitted, reviewed by Traffic, and approved prior to the end of shift.
(c) Scene and all potential evidence shall be preserved as much as possible
(d) Cars shall not be moved unless there are compelling reasons.
(e) If cars must be moved, tires will be marked to indicate final resting positions.
(f) The area will be taped off at least 100 feet further than the first sign of an impending collision (Skid marks).
(g) Check all drivers for impairment (SFSTs) and obtain blood samples as appropriate.
(h) Initiate crime scene log and limit access to collision scene.
(i) Obtain and record initial statements from drivers, passengers and any potential witnesses.

(j) Initiate Vehicle Report (CHP 180) for each involved vehicle.

(k) Request photos of the scene, including aerial shots as soon as possible.

(l) Check surrounding locations for surveillance cameras.

(m) Initial arriving officer should be available to brief traffic investigators on arrival.

(b) Formal investigations (including narrative) shall be made under the following special circumstances:

(a) 1. (a) A traffic fatality occurs.

(b) Major injury where the likelihood of death may occur.

(c) Collisions as the result of a police pursuit.

(d) City Vehicles Involved.

(e) City Property Damage.

(f) Drivers under the influence of alcohol and/or drugs.

(g) Any on duty City employee is seriously injured.

(h) All Hit & Run cases will be investigated. However, the amount of information supplied at the scene will dictate the depth of the investigation.

(i) A city employee is driving their personal vehicle on city business as provided in the City Manual of Personnel and Administrative Rules.

502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES OR PERSONAL VEHICLES ON CITY BUSINESS

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a Supervisor’s Accident/Incident Investigation Report shall be completed and forwarded to the appropriate Division Commander.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

502.4.2 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Lieutenant or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.
502.4.3 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

502.5 REFERENCE

POLICY MODIFIED 8/17
Policing the Freeway System

503.1 PURPOSE AND SCOPE
In order to efficiently provide police service to the freeway system within the Pasadena city limits, the responsibilities of the California Highway Patrol and the Pasadena Police Department are hereby delineated.

503.2 RESPONSIBILITIES

(a) The primary mission of the California Highway Patrol is the management and regulation of traffic on freeways and county roads. In this capacity, the CHP will normally provide the following services:

1. Investigate all traffic collisions occurring on the freeway roadway, including on-ramps and off-ramps.
3. Handle traffic involving any fire on the freeway or freeway right of way.
4. Investigate any reports of pedestrians, animals or debris in the roadway.
5. Furnish traffic enforcement patrol.
6. Handle to conclusion incidents involving controlled substances as a result of on-view patrol activity. Juvenile suspects may be turned over to this Department for processing.
7. The California Highway Patrol may at any time request, through appropriate channels, assistance with emergencies, which exceed their current capabilities.

(b) Pasadena Police Department:

1. Respond to all freeway emergencies to protect life and property until relieved by the Highway Patrol.
2. Investigate and handle to completion:
   (a) All major crimes.
   (b) Suicides and attempted suicides.
   (c) Any death not associated with a vehicle collision.
   (d) The recovery of vehicles stolen in Pasadena.
   (e) Abandoned or recovered stolen property.
   (f) The arrest of any suspect not referred to in "(a)" above.
3. Officers of this Department will not patrol the freeway system for enforcement. Officers may reasonably use the freeways for response to urgent calls but only flagrant violations observed while in transit should receive attention.

(c) Towing

(a) Impounds

(a) All vehicles that are to be impounded for evidence or safekeeping subsequent to Pasadena Police Department incidents will be towed only by one of the city's current towing contractors.

(b) Automobile Club Requests

(a) The list of auto club contractors and area boundaries is maintained in the Communications Center.

(c) Specific requests will be honored if the vehicle is not a hazard and the requested towing company can respond within a reasonable time.

(d) No-preference requests will be assigned to the authorized California Highway Patrol towing agencies by area, a list of which is maintained in Communications.
Vehicle Towing and Release

510.1 PURPOSE AND SCOPE
This policy provides the procedures for towing a vehicle by or at the direction of the Pasadena Police Department. Nothing in this policy shall require the Department to tow a vehicle.

510.2 STORAGE AND IMPOUNDS
(a) IMPOUNDS
1. When a driver is found to be in violation of sections CVC 14601, driving on a suspended or revoked license (excluding suspensions for failure to pay child support) or if their license is expired or they’ve never been issued a license in violation of CVC 12500(a), the peace officer may arrest that person, issue a citation and cause the removal and seizure of that vehicle or, if the vehicle is involved in a traffic collision, cause the removal and seizure of the vehicle without the necessity of arresting the person. If a vehicle is subjected to a thirty (30) day impound and storage under CVC 14602.6(a)(1). The driver is entitled to a hearing regarding the impound and storage within 48 hours, excluding holidays. This hearing is conducted by the Traffic Section Lieutenant or his/her designee. In the absence of the traffic supervisor, this hearing may also be conducted by any department Lieutenant or Sergeant.

(b) STORAGE
(a) When circumstances permit, for example when impounding a vehicle for a parking violation, the handling employee should, prior to initiating the tow, make a good faith effort to notify the owner of the vehicle that it is subject to removal. If a vehicle presents a public safety hazard, such as being abandoned on the roadway or in an unsafe mechanical condition, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

510.2.1 VEHICLE STORAGE REPORT
Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator and the original shall be submitted to the Records Section as soon as practicable after the vehicle is stored.

510.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES
When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the
Vehicle Towing and Release

specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in Communications Section. If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of Pasadena. The officer will then store the vehicle using a CHP Form 180.

510.2.3 STORAGE AT ARREST SCENES
Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee’s vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

510.2.4 IMPOUNDMENT AT SOBRIETY AND/OR DRIVER LICENSE CHECKPOINTS
Whenever a driver is stopped at a sobriety and/or Driver License checkpoint and the only violation is that the operator is driving without or with an expired driver license, the officer shall make a reasonable attempt to identify (Vehicle Code § 2814.2) and release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer should list on his/her copy of the notice to appear the name and driver’s license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be stored (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver’s license and current vehicle registration.
510.2.5 DRIVING A NON-CITY VEHICLE
Vehicles which have been towed by or at the direction of the Department should not be driven by
police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard,
prevent the obstruction of a fire hydrant, to comply with posted signs or for officer and/or public
safety purposes.

510.2.6 DISPATCHER'S RESPONSIBILITIES
Upon receiving a request for towing, the dispatcher shall promptly telephone the specified
authorized towing service. The officer shall be advised when the request has been made and the
towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the next city contracted
towing company in rotation and shall make appropriate entries on the tow log maintained in
communications to document the request, availability and response time of the summoned tow
company.

When the summoned tow service acknowledges a response time in excess of 20 minutes or their
response time is in excess of 20 minutes, the next tow company in the rotation may be requested.
The original tow company will be canceled and this action should be noted on the tow log.

510.2.7 RECORDS SECTION RESPONSIBILITY
Records personnel shall promptly enter pertinent data from the completed storage form (CHP
Form 180) into the Stolen Vehicle System of the Department of Justice to assure that it is not
mistakenly reported as a theft and make this report available to the handling law enforcement
official (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved CHP 180 forms shall be promptly placed into the auto-file, which is maintained by the
Records Section so that non-held vehicles are immediately available for release or review should
inquiries be made.

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be
the responsibility of the Records Section to determine the names and addresses of any individuals
having an interest in the vehicle through DMV or CLETS searches. Notice(s) shall be sent to all
such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle
Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

(a) The name, address, and telephone number of this Department.

(b) The location of the place of storage and description of the vehicle, which shall include,
if available, the make, model, license plate number, and the mileage of the stored
vehicle.

(c) The authority and purpose for the removal and storage of the vehicle.

(d) A statement that, in order to receive their post-storage hearing, the owners, or their
agents, shall request the hearing in person, writing, or by telephone within 10 days of
the date appearing on the notice.
510.3 TOWING SERVICES
The City of Pasadena selects towing franchises as official tow services and initiates contracts with those firms. These firms will be used in the following situations:

(a) When it is necessary to impound, store or safeguard a vehicle due to law enforcement action or the inability of the owner or operator to secure the vehicle.

(b) When a vehicle is being held as evidence in connection with an investigation.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or impounding of abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

(d) When a non-specified tow operator is requested by a party involved in a collision.

(e) When a disabled motorist is requesting a non-specified tow operator.

510.4 VEHICLE INVENTORY
All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form (CHP 180). This includes the trunk and any compartments or containers, even if closed and/or locked. Law Enforcement officials conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner’s property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property. Items of value, currency or items that may be a risk of damage or theft should be secured as safekeeping in the Department’s Property and Evidence storage.

510.4.1 LONG TERM EVIDENTIARY IMPOUNDS AND STORAGE

(a) In the event that an impounded vehicle is being impounded and stored as evidence or for evidence processing, it shall be towed by an official police towing company. The vehicle should be stored at one of the official police towing agencies’ company lots that have been approved by the Traffic Section Lieutenant. Since additional towing charges will apply and are the responsibility of the Pasadena Police Department, this action shall be approved by a supervisor prior to towing.

(b) To access the held vehicle, the case investigator overseeing the investigation in which the vehicle is being held, shall contact a Traffic Section supervisor, Forensic specialist or the on-duty Watch Commander in order to gain access to the evidentiary storage facility. A copy of the impound report will be maintained in a file of vehicles in long term and evidentiary storage in the Traffic Section.

(c) In an effort to minimize the storage period, the investigator shall initiate without delay the necessary investigative follow up involving the vehicle. This may include the searching, photographing, processing, collection of physical evidence, mechanical inspection and creation of a vehicle damage profile if applicable. Once the processing of the vehicle is complete, the section supervisor overseeing the related investigation shall be notified and have the responsibility of causing the vehicle’s availability for
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release. The section administrator will be notified and approve of any vehicle being held beyond 10 business days.

(d) In the event that the vehicle is ultimately made available for release, notices shall be mailed to the registered and legal owners of the vehicle so indicating. The storing tow agency shall be notified immediately and the vehicle shall be removed from the secured storage area and into a normal storage area and will no longer be under the control of the Pasadena Police Department. It may be necessary for a department member to respond to the storage lot to provide access if the vehicle was inside a secured storage. Vehicles will be released as follows:

1. The owner may claim the vehicle through proof of ownership and having a valid driver license. The owner will be responsible for any impound or storage fees not initiated by the Pasadena Police Department. The release shall be coordinated by the supervisor overseeing the specific investigation.

2. Should there be no response from the vehicle’s owner, the towing agency may follow the normal lien processes.

510.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

510.5.1 ABANDONED VEHICLE DEFINITIONS

(a) A vehicle is defined by the California Vehicle Code (CVC 670) as: “A device by which any person or property may be propelled, moved or drawn upon a highway, excepting a device moved exclusively upon stationary rails or tracks.” Such vehicles must be registered under this code.

(b) An abandoned vehicle is defined by the California Vehicle Code (CVC 22651 k) as: “Any vehicle parked or left standing upon a highway for 72 or more consecutive hours in violation of a local ordinance authorizing removal.”

(c) Pasadena Municipal Code Section 10.40.250, authorizes the removal of any vehicle parked or left standing within the city for a period of 72 or more consecutive hours upon any highway, street, alley or city property.

(d) California Vehicle Code section 22669 (d) authorizes the immediate removal from the highway if a vehicle which is missing or lacks the necessary parts or equipment to be safely operated on the highway.
510.5.2 ABANDONED VEHICLES ON PRIVATE PROPERTY

(a) In accordance with PMC 9.58, removal of abandoned, wrecked, or dismantled vehicles on private property deemed to be a nuisance is the responsibility of the property owner.

(b) All complaints of abandoned, wrecked or dismantled vehicles on private property shall be referred to the Department of Transportation Parking Enforcement office.

510.5.3 POSSIBLE STOLEN VEHICLES

(a) Vehicles may be impounded from public or private property when an officer has probable cause to believe the vehicle may be stolen, but a Stolen Vehicle Report is not on file and the owner cannot be contacted for verification. The probable cause must be explained in the "Vehicle Report" (CHP 180) report.

(b) The most common sources of probable cause to believe a vehicle may be stolen are:
   1. An altered, missing, or fictitious VIN.
   2. The vehicle has been stripped or burned.
   3. The vehicle's ignition has been manipulated or damaged.
   4. Missing door locks or other evidence of forced entry

(c) Discretion should be exercised to prevent the impounding of vehicles as possibly being stolen that are of little or no value, and appear to have been abandoned by their owners.

510.5.4 RECOVERED STOLEN VEHICLES

(a) When a stolen vehicle has been recovered but cannot be claimed by the owner in a reasonable time, the vehicle will be stored by an official police tow service at the owner's expense.

(b) Pasadena Police Department reported stolen vehicles:
   1. The investigating Law Enforcement official overseeing the recovery shall have the vehicle processed for physical evidence (i.e., latent prints, collection of evidence).
   2. The investigating Law Enforcement official overseeing the recovery shall notify the victim by telephone and mail, advising of the recovery and the location of the vehicle. If the owner cannot be reached, "Available for Release" needs to be marked on the Impound Report, CHP form 180.
   3. The investigating Law Enforcement official overseeing the recovery shall document in the recovered/stolen impound report the results of the notification and to include the name of the person contacted.
   4. The investigating Law Enforcement official overseeing the recovery shall check the vehicle and make sure identification numbers, license plates and descriptors
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correspond with Department of Motor Vehicle's Records. Any discrepancies shall be noted.

(c) Outside Agency reported stolen vehicles:

1. When an outside agency's reported stolen vehicle is recovered, the investigating Law Enforcement official shall notify the outside agency as soon as possible and take care in not contaminating the physical evidence from the vehicle. A vehicle shall be processed for latent prints by this department if stripped, regardless if the vehicle was stolen from another jurisdiction.

2. If the outside agency stolen vehicle was involved in a major crime in another jurisdiction (i.e., homicide) the investigating Law Enforcement official shall notify a supervisor and the outside agency and ascertain if the vehicle is to be processed by the Pasadena Police Department or held for processing by the outside agency. If the vehicle is held for the outside agency, the impounding employee should take care in not contaminating the physical evidence from the vehicle.

510.5.5 RELEASING IMPOUNDED VEHICLES

(a) The official police towing service will not release any impounded vehicle except upon presentation of the release copy of the "Vehicle Report" (CHP 180) form. The form has to be properly endorsed by a Law Enforcement official of this department. All vehicle releases shall be directed through the Police Department. The manner of authorizing the release shall be as follows:

1. If the form indicates that the vehicle is "Available for release," the Police records personnel are authorized to approve the release of the vehicle to the registered owner upon presentation of proper identification, current registration and insurance. The employee processing the release shall obtain this person's name, address, and signature on the original copy of the inventory and receipt form.

2. If the form indicates, "Hold for investigation," the release shall not be made until such release has been authorized by the Law Enforcement official investigating the case or, in their absence, a supervisor. This shall be done by appropriate entries on the original copy of the inventory and receipt form. Upon receipt of such authorization, the name, address, and signature of the person to whom the car is to be released shall be obtained. The employee who processed the release shall then sign the release copy.

3. If the legal owner or their agent (Authorized by letter directly from legal owner) desires to repossess a vehicle stored by the police towing service, the release shall not be authorized until the following has been provided:

   (a) Government-issued photographic identification
   (b) Proof of legal vehicle ownership
   (c) A certification of repossession
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(d) A Hold Harmless letter

510.5.6 VEHICLE REMOVAL NOTIFICATION
This order establishes the policy of the Pasadena Police Department to comply with section 22852 of the California Vehicle Code, which requires that both the registered and legal owners be immediately notified in writing of the removal of any vehicle from a highway or from public or private property, the reason for the impound and of the place from which the vehicle was removed.

510.6 RELEASE OF VEHICLE
The Department will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

(a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(b) Vehicles removed that require payment of parking fines or proof of valid driver’s license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver’s license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:

1. The vehicle was stolen.
2. If the driver reinstates his/her driver’s license or acquires a license and provides proof of proper insurance.
4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

(d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.
510.7 REFERENCE

POLICY MODIFIED: 6/18
Impaired Driving

514.1 PURPOSE AND SCOPE
This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

514.2 POLICY
The Pasadena Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California’s impaired driving laws.

514.3 INVESTIGATIONS
Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Traffic Lieutenant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer’s observations that indicate impairment on the part of the individual, and the officer’s health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual’s driving or subsequent actions.

(e) The location and time frame of the individual’s vehicle operation and how this was determined.

(f) Any prior related convictions in California or another jurisdiction.

514.4 FIELD TESTS
The Traffic Lieutenant should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

514.5 CHEMICAL TESTS
A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.
(b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person’s blood alcohol content is 0.05 or more (Vehicle Code § 23140).

(c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

514.5.1 CHOICE OF TESTS
Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

514.5.2 BREATH SAMPLES
The Traffic Lieutenant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Lieutenant.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an
alcoholic beverage and any drug. Evidence of the officer’s belief shall be included in the officer’s report (Vehicle Code § 23612(a)(2)(C)).

514.5.3 BLOOD SAMPLES
Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

514.5.4 URINE SAMPLES
If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

514.5.5 STATUTORY NOTIFICATIONS
Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

514.5.6 PRELIMINARY ALCOHOL SCREENING
Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).
514.5.7 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21
If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

514.6 REFUSALS
When an arrestee refuses to provide a viable chemical sample, officers should:

(a) Advise the arrestee of the requirement to provide a sample (Vehicle Code § 23612).
(b) Audio- and/or video-record the admonishment when it is practicable.
(c) Document the refusal in the appropriate report.

514.6.1 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained (Penal Code § 1524).
(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person’s bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

514.6.2 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
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1. This dialogue should be recorded on audio and/or video if practicable.
   (d) Ensure that the blood sample is taken in a medically approved manner.
   (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
   (f) Monitor and ensure that the type and level of force applied appears reasonable under
       the circumstances:
       1. Unless otherwise provided in a warrant, force should generally be limited to
          handcuffing or similar restraint methods.
       2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no
          additional force will be used and a refusal should be noted in the report.
       3. In felony cases, force which reasonably appears necessary to overcome the
          resistance to the blood draw may be permitted.
   (g) Ensure the use of force and methods used to accomplish the collection of the blood
       sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a
responding supervisor, as set forth above.

514.6.3 STATUTORY NOTIFICATIONS UPON REFUSAL
Upon refusal to submit to a chemical test as required by law, officers shall personally serve the
notice of order of suspension upon the arrestee and take possession of any state-issued license
to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code
§ 23612(f)).

514.7 RECORDS SECTION RESPONSIBILITIES
The Administrator will ensure that all case-related records are transmitted according to current
records procedures and as required by the prosecuting attorney’s office.

514.8 ADMINISTRATIVE HEARINGS
The Administrator will ensure that all appropriate reports and documents related to administrative
license suspensions are reviewed and forwarded to DMV.

Any officer who receives notice of required attendance to an administrative license suspension
hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and
DMV file number in a supplemental report. Specific details of the hearing generally should not be
included in the report unless errors, additional evidence or witnesses are identified.

514.9 TRAINING
The Training Sergeant should ensure that officers participating in the enforcement of DUI laws
receive regular training. Training should include, at minimum, current laws on impaired driving,
investigative techniques and rules of evidence pertaining to DUI investigations. The Training Sergeant should confer with the prosecuting attorney’s office and update training topics as needed.

514.10 REFERENCE

514.11 ARREST AND INVESTIGATION

514.11.1 WARRANTLESS ARREST
In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.
(b) The person is observed in or about a vehicle that is obstructing the roadway.
(c) The person will not be apprehended unless immediately arrested.
(d) The person may cause injury to him/herself or damage property unless immediately arrested.
(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

514.11.2 OFFICER RESPONSIBILITIES
The officer serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver’s license to the Department of Motor Vehicles (DMV).
(b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.
(c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.
Traffic Citations

516.1 PURPOSE AND SCOPE
It shall be the policy of the Pasadena Police Department to issue and control citation books, for both moving and parking violations, and to account for all completed citations. Accountability for the citations, as well as quality control as it relates to their issuance, is a function of first line supervision.

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

516.2 RESPONSIBILITIES
(a) Records Section Responsibilities:
1. The Records Section is responsible for the acquisition of citation books, the issuance of same to enforcement personnel, and the storage, audit, and security of the department copy of completed citations. It is the responsibility of the Records Section Administrator to see that these procedures are implemented and carried out in a manner consistent with efficient record keeping and storage methods. Responsibilities include, but are not limited to:
   (a) Ensuring that an adequate supply of both moving and parking citations, of the latest revisions, is on hand at all times. This will require interaction with the Traffic Section Lieutenant. The Records Section shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.
   (b) Issuing citation books to first line enforcement personnel. A written record of such issue shall be made, including:
      1. The numbers of the citations issued.
      2. The name of the person issuing the citations.
      3. The date of issue.
      4. The name of the person receiving the citations.
      5. Periodically auditing the written records of such issue and return to ensure the integrity of the system.
(b) Traffic Section Lieutenant Responsibilities:
1. Responsibility for the overall logistics of both moving and parking citations rests with the Traffic Section Lieutenant. Accountability and quality control are the focus of this effort. Responsibilities include, but are not limited to:
(a) Ensuring that an adequate supply of both moving and parking citations is
on hand at all times in the Records Section.

(b) Ensuring that the citation forms, prior to order by the printer, meet the
current specific needs of this Department, the Pasadena Municipal Court,
and are approved by the State Judicial Council. Included in this review are
bail schedules, court hours and addresses, instructions to violators on the
back of the violator's copy, note sections on the back of the Department
copy, docket information on the back of the Court copy, etc.

(c) "How To" guides for the completion of both the moving and parking
citation will be kept current, and kept available to all personnel. Included
shall be required information and the reasons for same, examples, and
explanations of the paper trail generated by said citations. Such instruction
shall also be made available in person to all members of the Department
through the Traffic Section.

(d) Reviewing, from time to time, the effectiveness of the citation process and
compliance with this policy.

(e) The Traffic Lieutenant shall be responsible for the development and design
of all Department traffic citations in compliance with state law and the
Judicial Council.

(c) Supervisor's Responsibilities:

(a) Individual supervisors shall be responsible for quality control of the written
product.

(d) Officer / Police Specialist Responsibilities:

(a) Moving and parking citations are available to Officers and Police Specialist's
through the Records Section. Officers and Police Specialists are ultimately
accountable for each citation and the quality of same. Responsibilities include,
but are not limited to:

(a) Making sure that the citation is filled out completely, accurately, and neatly,
in accordance with the latest published Department guidelines.

(b) Turning in citations on the day they are written. Citations that require a
police report (usually misdemeanors) shall be attached to the report.

(c) Completing a correction letter when indicated (see following paragraphs).

(d) Requesting a citation to be voided or dismissed when indicated (see
following paragraphs).
516.3 DISPOSITION OF TRAFFIC CITATIONS
The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee’s immediate supervisor for review. The citation copies shall then be filed with the Records Section.

Upon separation from employment with this department, all employees issued traffic citation books shall return any unused citations to the Records Section.

516.3.1 APPEARANCE AT COUNTY SEAT
The California State Vehicle Code, Section 40502 (b), provides that an arrested person, upon demand, shall be cited to appear at the county seat of the county in which the offense was committed if the person arrested resides, or the person’s principal place of employment is located, closer to the county seat than to the court or other magistrate nearest or most accessible to the place where the arrest is made. Therefore, when applicable it is the policy of this department, upon order of the arrestee, to cite the arrestee for appearance at the Los Angeles county seat. This policy refers to State Vehicle Code violations only. See PPD Procedure Manual section 516p for the procedure of citing to the county seat.

516.4 JUVENILE CITATIONS
Completion of traffic citation forms for juveniles vary slightly from the procedure for adults. They are cited to the Juvenile Traffic Court or, depending on the offense, the Juvenile Court Department 270/271 as set forth on the bottom of the citation. In addition the name and phone number of the juvenile’s parent or guardian should be placed on the citation. See the Juvenile citation guide for further details. The juvenile’s age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

516.5 WARNING CITATIONS
(a) In order to provide field officers with another enforcement tool that is also a very positive citizen contact, "warning citations" may now be issued at the officer's discretion. The intent is to document Vehicle Code violations for both the violator and the Department without requiring prosecution in the courts. This gives field officers the absolute discretionary authority in issuing citations. The officer should be aware of the level of public risk prior to making their decision to issue a warning or citation. See PPD Procedure Manual section 516 for the warning citation procedure.

(b) It is expected that the majority of citations written will still be referred to the court for prosecution. The intent of this tool is to enable the officers to demonstrate a balance between enforcement and a more positive citizen contact, each having its place in the total effort put forth in traffic safety.

(c) The Traffic Section will track warning citations as an integral part of the statistic-gathering procedure. Field supervisors shall be aware of officers' activities in this area, ensuring a good traffic enforcement posture is being maintained. One such indicator
would be an officer issuing an inordinate number of warning citations compared to regular citations. The program is subject to periodic review by staff.

516.6 REFERENCE
See PPD Procedure Manual section 516p and the Juvenile Citation Guide.
Private Property Parking Complaints

525.1 PURPOSE AND SCOPE
This policy provides guidance for handling complaints regarding illegal parking on private property.

525.2 PARKING COMPLAINTS
(a) When a complaint is received regarding alleged illegal parking on private property, it shall be referred to Public Works and Transportation, Parking Management and Operations.

(b) The police department will only respond to these calls under compelling circumstances, with the approval of a supervisor. Should this be the case, a complainant must be willing to point the violator's vehicle(s) out and willing to appear in court on the matter. The officer will cite said vehicle(s) pursuant to City Ordinance 10.40.185. The complainant's name and address will be placed on our copy of the citation in case it is needed for court.
Vehicle Impound Hearings

526.1 PURPOSE AND SCOPE
This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

526.2 STORED OR IMPOUND HEARING
When a vehicle is stored or impounded by any member of the Pasadena Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

526.2.1 HEARING PROCEDURES
The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Traffic Lieutenant will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations
where the owner made a reasonable inquiry as to the licensed status of the driver before lending
the vehicle.

The legislative intent and this department’s policy is to prevent unlicensed driving pursuant to
Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle,
release is most often appropriate.

(a) If a decision is made that reasonable grounds for storage or impound have been
established, the hearing officer shall advise the inquiring party of the decision and that
the inquiring party may pursue further civil remedies if desired.

1. If mitigating circumstances are found to be relevant, the hearing officer shall
make reasonable adjustments to the impound period, storage or assessment of
fees as warranted.

(b) If a decision is made that reasonable grounds for storage or impound have not been
established or sufficient mitigating circumstances exist, the vehicle in storage shall
be released immediately. Towing and storage fees will be paid at the Department’s
expense (Vehicle Code § 22852(e)).

(c) If a decision is made that reasonable grounds for storage have not been established
or sufficient mitigating circumstances exist, and the vehicle has been released with
fees having been paid, the receipt for such fees will be forwarded with a letter to
the appropriate Division Commander. The hearing officer will recommend to the
appropriate Division Commander that the fees paid by the registered or legal owner
of the vehicle in question or their agent be reimbursed by the Department.
Chapter 6 - Investigation Operations
Investigation and Prosecution

600.1 PURPOSE AND SCOPE
The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY
It is the policy of the Pasadena Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES
An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
   1. An initial statement from any witnesses or complainants.
   2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:
   1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
   2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
   3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
   4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
   5. Collect any evidence.
   6. Take any appropriate law enforcement action.
   7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES
A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take
any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

**600.4  CUSTODIAL INTERROGATION REQUIREMENTS**

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

**600.4.1  AUDIO/VIDEO RECORDINGS**

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Criminal Investigations Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

**600.4.2  MANDATORY RECORDING OF ADULTS**

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.
(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

600.5 DISCONTINUATION OF INVESTIGATIONS
The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.
600.6 COMPUTERS AND DIGITAL EVIDENCE
The collection, preservation, transportation and storage of computers, cell phones and other
digital devices may require specialized handling to preserve the value of the related evidence. If
it is anticipated that computers or similar equipment will be seized, officers should request that
computer forensic examiners assist with seizing computers and related evidence. If a forensic
examiner is unavailable, officers should take reasonable steps to prepare for such seizure and
use the resources that are available.

600.7 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap
laws. Officers should seek legal counsel before any such interception.

600.8 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY
The Criminal Investigations Division Commander is responsible for ensuring the following for
 cellular communications interception technology operations (Government Code § 53166):

(a) Security procedures are developed to protect information gathered through the use
of the technology.

(b) A usage and privacy policy is developed that includes:

1. The purposes for which using cellular communications interception technology
 and collecting information is authorized.

2. Identification by job title or other designation of employees who are authorized to
 use or access information collected through the use of cellular communications
 interception technology.

3. Training requirements necessary for those authorized employees.

4. A description of how the Department will monitor the use of its cellular
 communications interception technology to ensure the accuracy of the
 information collected and compliance with all applicable laws.

5. Process and time period system audits.

6. Identification of the existence of any memorandum of understanding or other
 agreement with any other local agency or other party for the shared use of
 cellular communications interception technology or the sharing of information
 collected through its use, including the identity of signatory parties.

7. The purpose of, process for and restrictions on the sharing of information
 gathered through the use of cellular communications interception technology
 with other local agencies and persons.

8. The length of time information gathered through the use of cellular
 communications interception technology will be retained, and the process the
 local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department
security procedures, the department’s usage and privacy procedures and all applicable laws.
600.9 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

POLICY MODIFIED 11/17
Sexual Assault Examinations

601.1 PURPOSE AND SCOPE
The policy of the Pasadena Police Department is to provide a victim of sexual assault with an initial medical examination at an approved forensic sexual assault hospital or medical facility.

NOTE: Sexual Assault Forensic Examinations do not require a law enforcement witness.

601.2 VICTIM SEXUAL ASSAULT EXAMINATIONS
(a) The purpose of this procedure is to provide a witness to the examination and collection of sexual assault evidence. A Sexual Assault Nurse Examiner (S.A.N.E.) at the facility is to be used to avoid any possible embarrassment on the part of the victim. S.A.N.E. certified personnel are trained to testify at any required court proceedings.

(b) An 'acute' Sexual Assault Forensic Examination (S.A.F.E.) should be conducted on all victims as soon as possible within 96 hours of the assault. A 'non-acute' examination can be conducted if the assault occurred more than 96 hours prior to the examination. Officers should consult with the S.A.N.E. regarding the circumstances to determine if a 'non-acute' examination should be conducted.

(c) Current S.A.F.E. facilities will conduct examinations on victims of any age.

(d) It is the investigating officer's responsibility to inform the victim of the right to have an advocate or other support person present during the S.A.F.E. It shall be standard practice to request an advocate to be present at the facility when the examination is conducted. The purpose of the advocate is to provide support to the victim as well as provide follow-up support services (Penal Code 679.04(a))

(e) The S.A.N.E. shall receive all evidence and deliver it to the investigating officer.

(f) When the investigating officer or Field Identification Technician is not available at the time of medical examination and evidence collection, the S.A.N.E. will secure the evidence at the facility. Chain of custody will be maintained by securing the evidence until a member of the Pasadena Police Department assumes custody of the evidence.

(g) Requests for evidence collection outside standard procedures are to be coordinated through the medical personnel so as not to interfere with the best interests of the victim-patient.

(h) Any problems associated with this procedure are to be reported to the watch commander on duty at the time of the investigation.

601.3 SUSPECT SEXUAL ASSAULT EXAMINATIONS
(a) A S.A.F.E. shall be conducted on all suspects who are apprehended within 24 hours of the assault. This time may be extended depending on the suspect's hygiene practices.
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The suspect does not have the right to refuse the examination (withhold evidence) or to have an attorney present during the examination.

(b) The S.A.F.E. may be conducted at the same facility as the victim, however, the suspect should not be present at the facility at the same time as the victim.

(c) Care should be taken to preserve any evidence that may be on the suspect's person prior to the examination. Do not allow the suspect to wash his/her hands and consider safeguarding potential evidence on the hands by covering them with paper bags. Discourage the suspect from using the restroom prior to the exam. If the suspect must use the restroom he/she must be closely monitored to ensure that evidence is not destroyed.

(d) If a S.A.F.E. is not conducted on the suspect (i.e. greater the 24 hours from the time of assault) a DNA reference sample shall be collected during booking using the LASD Suspect Buccal Swab Collection Kit. This DNA reference sample is collected in addition to the CAL DOJ DNA sample that is collected by jail personnel.

601.4 REFERENCE
Sexual Assault Investigations

602.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

602.1.1 DEFINITIONS
Definitions related to this policy include:

**Sexual assault** - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

**Sexual Assault Response Team (SART)** - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

602.2 POLICY
It is the policy of the Pasadena Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

602.3 QUALIFIED INVESTIGATORS
Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
(b) Conduct follow-up interviews and investigation.
(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
(e) Provide referrals to therapy services, victim advocates and support for the victim.
(f) Participate in or coordinate with SART.
Sexual Assault Investigations

602.4 REPORTING
In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

602.5 VICTIM INTERVIEWS
The primary considerations in sexual assault investigations, which begin with the initial call to Communications Section, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of SART should be included in the initial victim interviews. An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

602.5.1 VICTIM RIGHTS
Whenever there is an alleged sexual assault, the assigned officer shall accomplish the following:

(a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any other rights of a sexual assault victim pursuant to Penal Code § 680.2, and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

(b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).

1. The officer shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 679.04).

2. A support person may be excluded from the examination by the officer or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).
602.5.2 VICTIM CONFIDENTIALITY
Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim’s parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting officer shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim’s parent or guardian (Penal Code § 293).

Except as authorized by law, members of this department shall not publicly disclose the name of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293).

602.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE
Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

602.6.1 STANDARDIZED SEXUAL ASSAULT FORENSIC MEDICAL EVIDENCE KIT
The Property and Evidence Section supervisor should make California standardized sexual assault forensic medical evidence (SAFE) kits available to members who may investigate sexual assault cases. Members investigating a sexual assault should use these SAFE kits when appropriate and follow related usage guidelines issued by the California Clinical Forensic Medical Training Center (Penal Code § 13823.14).

602.6.2 COLLECTION AND TESTING REQUIREMENTS
Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). SAFE kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned officer shall ensure that an information profile for the SAFE kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered
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into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned officer determines that a SAFE kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the officer shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned officer shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned officer shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

602.6.3 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

(a) Upon receipt of a written request from a sexual assault victim or the victim’s authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim’s case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim’s authorized designee regarding the status of any DNA testing.

(b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):

1. To be informed if a DNA profile of the assailant was obtained from the testing of the SAFE kit or other crime scene evidence from their case.

2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
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3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.

(c) Provided that the sexual assault victim or the victim’s authorized designee has kept the assigned officer informed with regard to current address, telephone number, and email address (if available), any victim or the victim’s authorized designee shall, upon request, be advised of any known significant changes regarding the victim’s case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

602.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigations Division supervisor.

Classification of a sexual assault case as unfounded requires the Criminal Investigations Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

602.8 CASE REVIEW

The Criminal Investigations Division supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

602.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Criminal Investigations Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.
602.10 TRAINING
Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:
   1. Initial response to sexual assaults.
   2. Legal issues.
   3. Victim advocacy.
   4. Victim’s response to trauma.
   5. Proper use and handling of the California standardized SAFE kit (Penal Code § 13823.14).

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
   1. Interviewing sexual assault victims.
   2. SART.
   3. Medical and legal aspects of sexual assault investigations.
   4. Serial crimes investigations.
   5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
   6. Techniques for communicating with victims to minimize trauma.
INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

605.1 POLICY

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws, city’s internet use policy and policies regarding privacy, civil rights and civil liberties. The Pasadena Police Department will continually balance the use of investigative tools against concerns regarding unwarranted government surveillance. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems and shall be subject to the same records maintenance and retention policy as other investigatory material (see the Records Maintenance and Release and the Criminal Organizations policies).

605.2 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed without supervisory approval and used for legitimate investigative purposes. Examples of the proper use are when data relates to a specific criminal investigation or department-related civil or administrative action.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.
Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report. Use of any subscription internet search tools shall be subject to periodic review.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

POLICY MODIFIED 11/17
Asset Forfeiture

606.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

606.1.1 DEFINITIONS
Definitions related to this policy include:

**Fiscal agent** - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Pasadena Police Department seizes property for forfeiture or when the Pasadena Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

**Forfeiture** - The process by which legal ownership of an asset is transferred to a government or other authority.

**Forfeiture Administrator** - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

**Property subject to forfeiture** - The following may be subject to forfeiture:

(a) Property related to a narcotics offense, which includes (Heath and Safety Code § 11470; Health and Safety Code § 11470.1):

1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.

2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.

3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.

4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.

5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors upon conviction for the unlawful manufacture or cultivation of any controlled substance or its precursors.
(b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):

1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.
2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

**Seizure** - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

**606.2 POLICY**

The Pasadena Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person’s due process rights.

It is the policy of the Pasadena Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

**606.3 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS**

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete applicable seizure forms and/or receipts and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture administrator when practical.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.
Asset Forfeiture

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture administrator.

606.4 MAINTAINING SEIZED PROPERTY
The Property and Evidence Section Supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

606.5 FORFEITURE ADMINISTRATOR
The Chief of Police will appoint an officer as the forfeiture administrator. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture administrator should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture administrator include:

(a) Remaining familiar with forfeiture laws, particularly Health and Safety Code § 11469 et seq. and Penal Code § 186.2 et seq. and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Ensuring that property seized under state law is not referred or otherwise transferred to a federal agency seeking the property for federal forfeiture as prohibited by Health and Safety Code § 11471.2.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant
guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Department Directives. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (Health and Safety Code § 11488.4).
4. Property is promptly released to those entitled to its return (Health and Safety Code § 11488.2).
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
(i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture administrator, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to the department’s regular inventory is in accordance with all applicable laws and consistent with the department’s use and disposition of similar property.

(k) Keeping a manual that details the statutory grounds for forfeitures and department procedures related to asset forfeiture, including procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership (Health and Safety Code § 11469).

(l) Providing copies of seized business records to the person or business from whom such records were seized, when requested (Health and Safety Code § 11471).

(m) Notifying the California Franchise Tax Board when there is reasonable cause to believe that the value of seized property exceeds $5,000.00 (Health and Safety Code § 11471.5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Health and Safety Code § 11495).

606.6  DISPOSITION OF FORFEITED PROPERTY
Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer’s employment or salary depend upon the level of seizures or forfeitures he/she achieves (Heath and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

606.6.1 RECEIVING EQUITABLE SHARES
When participating in a joint investigation with a federal agency, the Pasadena Police Department shall not receive an equitable share from the federal agency of all or a portion of the forfeiture proceeds absent either a required conviction under Health and Safety Code § 11471.2 or the flight, death or willful failure to appear of the defendant. This does not apply to forfeited cash or negotiable instruments of $40,000 or more.

606.7  CLAIM INVESTIGATIONS
An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal
agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

606.8 REFERENCE
Audits and Inspections Unit

607.1 PURPOSE AND SCOPE
Under direct command of the Chief of Police, the Audits and Inspections Unit (AIU) conducts audits and inspections of all Department tasks and functions as directed. This unit will conduct accountability, workflow and efficiency analysis as well as preliminary investigation of discovered or alleged incidents of negligent or criminal conduct involving employees of this department.

The aspects of audit and inspection shall be regarded as confidential.

607.2 ANNUAL AUDITS
An audit and/or inspection of all weapons, monies, controlled substances and other items deemed appropriate by the Chief of Police shall be conducted by the AIU by December 31st of each year.

607.3 DIRECTED AUDITS
The Chief of Police at his/her discretion may order the audit and or inspection of any item, process or work group within the department.
Informants

608.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the use of informants.

608.1.1 DEFINITIONS
Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with, the Pasadena Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Pasadena Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

608.2 POLICY
The Pasadena Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

608.3 USE OF INFORMANTS

608.3.1 INITIAL APPROVAL
Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

608.3.2 JUVENILE INFORMANTS
The use of informants under the age of 13 is prohibited.

Except for the enforcement of laws related to the commercial sale of alcohol, marijuana or tobacco products, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians
(b) The juvenile’s attorney, if any
(c) The court in which the juvenile’s case is being handled, if applicable (Penal Code § 701.5)
(d) The Chief of Police or the authorized designee
Informants

608.3.3 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

608.4 INFORMANT INTEGRITY
To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Special Investigations Section supervisor or their authorized designees.
   1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Pasadena Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.
   1. Members shall not become intimately involved with an informant.
   2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Special Investigations Section supervisor.
   3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Special Investigations Section supervisor.
   1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.
Informants

608.4.1 UNSUITABLE INFORMANTS
The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.
(b) The informant behaves in a way that may endanger the safety of an officer.
(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
(g) The informant commits criminal acts subsequent to entering into an informant agreement.

608.5 INFORMANT FILES
Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Special Investigations Section. The Special Investigations Section supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Special Investigations Section supervisor or their authorized designees.

The Criminal Investigations Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Special Investigations Section supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.
Informants

608.5.1 FILE SYSTEM PROCEDURE
A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases
(b) Date of birth
(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
(d) Photograph
(e) Current home address and telephone numbers
(f) Current employers, positions, addresses and telephone numbers
(g) Vehicles owned and registration information
(h) Places frequented
(i) Briefs of information provided by the informant and his/her subsequent reliability
   1. If an informant is determined to be undesirable, the informant's file is to be marked “undesirable” and notations included detailing the issues that caused this classification.
(j) Name of the officer initiating use of the informant
(k) Signed informant agreement
(l) Update on active or inactive status of informant, utilizing the Confidential Informant Supplemental Report.

608.6 INFORMANT PAYMENTS
No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Special Investigations Section supervisor will discuss the above factors with the Criminal Investigations Division Commander and recommend the type and level of payment subject to approval by the Chief of Police.

608.6.1 PAYMENT PROCESS
Approved payments to an informant should be in cash using the following process:
Informants

(a) Payments may be paid in cash from a Special Investigations Section buy/expense fund.
   (a) The Special Investigations Section supervisor shall sign the voucher for cash payouts from the buy/expense fund.
   (b) A written statement of the informant's involvement in the case shall be placed in the informant's file.
   (c) The statement shall be signed by the informant or supervisor verifying the statement as a true summary of his/her actions in the case.
   (d) Authorization signature from the Division Commander is required for disbursement of funds exceeding $1000.

(b) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
   (a) The cash transfer form shall include the following:
      (a) Date
      (b) Payment amount
      (c) Pasadena Police Department case number, when applicable
      (d) A copy of the cash transfer form will be kept in the informant's file.

608.6.2 REPORTING OF PAYMENTS
Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

608.6.3 AUDIT OF PAYMENTS
The Special Investigations Section supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.
Informants

608.7 REFERENCE
See Confidential Informant Manual
Child Custody / Visitation Cases

609.1 PURPOSE AND SCOPE
The safety and welfare of involved children will dictate the level of involvement in child custody/visitation cases. If there is reason to believe any child may be harmed or kidnapped, an officer will be assigned to the case immediately. The Department will not routinely provide documentation concerning technical violations of custody/visitation orders.

609.2 PROSECUTION
(a) The City Prosecutor's Office will generally file a violation of a custody/visitation court order only when the case involves violence or a threat of violence. In the event of technical violations, the most appropriate course of action is for the parent to contact their attorney or the court where the order was issued.

(b) In the event a person wishes to file a crime report, Police Personnel shall not refuse to take a report if a crime has been committed.

609.3 REFERENCE
Eyewitness Identification

610.1 PURPOSE AND SCOPE
This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

610.1.1 DEFINITIONS
Definitions related to the policy include:

Eyewitness - A person whose identification of another person may be relevant in a criminal investigation.

Field show up - A procedure in which a suspect is detained shortly after the commission of a crime and who, based on his or her appearance, his or her distance from the crime scene, or other circumstantial evidence, is suspected of having just committed a crime. In these situations, the victim or an eyewitness is brought to the scene of the detention and is asked if the detainee was the perpetrator.

Filler - Either a person or a photograph of a person who is not suspected of an offense and is included in an identification procedure.

Identification Procedure - Either a photo lineup or a live lineup.

Investigator - The person conducting the identification procedure.

Live lineup - A procedure in which a group of persons, including the person suspected as the perpetrator of an offense and other persons not suspected of the offense, are displayed to an eyewitness for the purpose of determining whether the eyewitness is able to identify the suspect as the perpetrator.

Photo lineup - A procedure in which an array of photographs, including a photograph of the person suspected as the perpetrator of an offense and additional photographs of other persons not suspected of the offense, are displayed to an eyewitness for the purpose of determining whether the eyewitness is able to identify the suspect as the perpetrator.

Blind Administration - The administrator of an eyewitness identification procedure does not know the identity of the suspect.

Blinded Administration - The administrator of an eyewitness identification procedure may know who the suspect is, but does not know where the suspect, or his or her photo, as applicable, has been placed or positioned in the identification procedure through the use of randomly numbering photographs, shuffling folders or using a computer program.

610.2 POLICY
The Pasadena Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.
Eyewitness Identification

610.3 INTERPRETIVE SERVICES
Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

610.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM
The Criminal Investigations Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The identification procedure shall be composed so that the fillers generally fit the eyewitness' description of the perpetrator. In the case of a photo line-up, the photograph of the person suspected as the perpetrator should, if practicable, resemble his/her appearance at the time of the offense and not unduly stand out.

The process and any related forms or reports should provide:

(a) The date, time and location of the eyewitness identification procedure.
(b) The name and identifying information of the witness.
(c) The name of the person administering the identification procedure.
(d) The person administering the identification procedure shall use blind administration or blinded administration during the identification procedure.
(e) If applicable, the names of all of the individuals present during the identification procedure.
(f) An instruction to the witness that the perpetrator may or may not be among the persons in the identification procedure.
(g) An instruction to the witness that they should not feel compelled to make an identification.
(h) An instruction to the witness that an identification or failure to make an identification will not end the investigation.
(i) An instruction to the witness that it is as important to exclude innocent persons as it is to identify the perpetrator.
(j) If the identification process is a photographic or live lineup, an instruction to the witness that the individuals in the lineup may not appear exactly as he/she did on the date of the incident.
(k) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
Eyewitness Identification

Writings or information concerning any previous arrest of the person suspected as the perpetrator shall not be visible to the eyewitness.

The process and related forms should be reviewed at least annually and modified when necessary.

610.5 EYEWITNESS IDENTIFICATION
Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

If an eyewitness identifies a person he/she believes to be the perpetrator, the investigator shall immediately inquire as to the eyewitness' confidence level in the identification and record in writing, verbatim, and what the eyewitness says.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

The eyewitness identification procedure shall be audio and video recorded and the recording should be retained according to current evidence procedures. When it is not feasible to make a recording with both audio and visual representations, audio recording may be used. When audio recording without video recording is used, the investigator shall state in writing the reason that video recording was not feasible. (Penal Code § 859.7).

610.6 DOCUMENTATION
A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

610.6.1 DOCUMENTATION RELATED TO BLIND ADMINISTRATION
If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

610.7 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS
When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. Generally, the member presenting a lineup to a witness should not know which photograph or person in the lineup is being viewed by the witness.
Eyewitness Identification

(Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should generally fit the eyewitness’ description of the perpetrator and if practicable, resemble his or her appearance at the time of the offense and not unduly stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

The witness should view all persons in the lineup.

A live lineup should generally only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

610.7.1 OTHER SAFEGUARDS
Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. Information concerning the identified person shall not be given to the eyewitness prior to obtaining the eyewitness’ statement of confidence level and documenting the exact words of the eyewitness. Members should not say anything to a witness that that may validate or invalidate an eyewitness’ identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

610.8 FIELD IDENTIFICATION CONSIDERATIONS
Field identification, also known as field elimination show-ups or one on one identifications, may be helpful in certain cases.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
Eyewitness Identification

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(f) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

610.9 REFERENCE
Brady Material Disclosure

612.1 PURPOSE AND SCOPE
This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "Brady information") to a prosecuting attorney.

612.1.1 DEFINITIONS
Definitions related to this policy include:

Brady information - Information known or possessed by the Pasadena Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

612.2 POLICY
The Pasadena Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Pasadena Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

612.3 DISCLOSURE OF INVESTIGATIVE INFORMATION
Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.
612.4  DISCLOSURE OF PERSONNEL INFORMATION
Whenever it is determined that Brady information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

(a) In the event that a Pitchess motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be notified of the potential presence of Brady information in the officer's personnel file.

(b) The prosecuting attorney should then be requested to file a Pitchess motion in order to initiate an in camera review by the court.

(c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.

(d) The Custodian of Records shall accompany all relevant files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(e) If the court determines that there is relevant Brady information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

612.5  INVESTIGATING BRADY ISSUES
If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

612.6  TRAINING
Department members should receive periodic training on the requirements of this policy.
Business Licenses and Regulations

613.1 PURPOSE AND SCOPE
Chapter 5 of the Pasadena Municipal Code directs the Police Department to be involved in the licensing of certain specified enterprises. This responsibility is delegated to and carried out by the Special Investigations Unit, which shall make necessary investigations of an applicant's moral character and business responsibility for the protection of the public good. The only exceptions are the Vehicles for Hire sections (5.72.070, 5.72.090 and 5.72.160), which are investigated by the Traffic Section.

613.2 RESPONSIBILITIES
(a) The Special Investigations Unit lieutenant and the Traffic Section lieutenant will be responsible for timely and accurate reports to the Chief of Police in accordance with the provisions of the ordinance regarding the propriety of issuing certain business licenses. Upon a showing that the applicant has been convicted of a crime involving moral turpitude or that issuance of the license may be injurious or inimical to the general welfare of the community, the application for permit may be denied by the Chief of Police.

1. Those enterprises requiring an investigation by the Special Investigations Section include, but are not limited to, the following:
   (a) Pool Halls - Billiard Parlors (Municipal Code Section 5.32.100)
   (b) Bingo Games (Municipal Code Sections 5.33.070 and 5.33.200) Note: The investigation will be in compliance with provisions of P.C. 326.5.
   (c) Entertainment (Municipal Code Sections 5.36.090 and 5.36.100)
   (d) Escort Bureaus (Municipal Code Section 5.40.110)
   (e) Massage Establishments (Municipal Code Sections 5.48.010 through 5.48.380)
   (f) Model Studios (Municipal Code Sections 5.52.070 and 5.52.080)
   (g) Sex Oriented Businesses (Municipal code Section 5.45)
   (h) Push Carts (Municipal code Section 8.16)
   (i) Sundry (Municipal code Section 10.40.20)

2. Those enterprises requiring an investigation by the Traffic Section include, but are not limited to, the following:
   (a) Vehicles for Hire - Taxi Cabs - (Municipal Code Sections 5.72.010 through 5.72.460)
Stolen and Recovered Vehicle Cases

615.1 PURPOSE AND SCOPE
It is the policy of this department to receive and investigate reports of all vehicle stolen within the city. This department will also receive reports of vehicles stolen outside the city in those instances where the reporting person is unable to make the report directly to the law enforcement agency having jurisdiction.

615.1.1 VEHICLES DEFINED
Section 670, California Vehicle Code, defines a vehicle as a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

615.2 CASE FOLLOW-UP
The Auto Theft Detective is responsible for all follow-up investigation; however, this should not be construed as prohibiting any employee from performing a field investigation or submitting additional information to the Auto Theft Detective.

615.3 REFERENCE
Search Warrants

619.1 PURPOSE AND SCOPE
It shall be the policy of the Pasadena Police Department to obtain search warrants in order to conduct criminal investigations whenever other means of searching are either unavailable or inappropriate. Legal requirements regarding search warrants can be located in Penal Code sections 1523 through 1542.

619.1.1 SEARCH WARRANT
(a) Definition:
1. "A search warrant is an order in writing, in the name of the people, signed by a magistrate, directed to a peace officer, commanding him or her to search for a person or persons, a thing or things, or personal property, and, in the case of a thing or things or personal property, bring the same before a magistrate" (Penal Code Section 1523).

(b) Statutory Grounds for Issuance (Penal Code Section 1524a)
1. A search warrant may be issued upon any of the following grounds:
   (a) When the property was stolen or embezzled.
   (b) When the property or things were used as the means of committing a felony.
   (c) When the property or things are in the possession of any person with the intent to use it as a means of committing a public offense, or in the possession of another to whom he or she may have delivered it for the purpose of concealing it or preventing its being discovered.
   (d) When the property or things to be seized consist of any item or constitute any evidence that tends to show a felony has been committed, or tends to show that a particular person has committed a felony.
   (e) When the property or things to be seized consist of evidence that tends to show that sexual exploitation of a child, in violation of Penal Code section 311.3, or possession of matter depicting sexual conduct of a person under the age of 18 years, in violation of Section 311.1, has occurred or is occurring.
   (f) When there is a warrant to arrest a person.

619.2 TACTICAL CONSIDERATIONS/ALTERNATIVES TO FORCEFUL ENTRIES
(a) Entries, whether forced or consensual, shall be conducted in a tactically safe manner. Each search warrant must be evaluated on a case-by-case basis to determine the
probability and level of potential resistance. Any search warrant that has a significant probability of armed or physical resistance should be served by officers trained for such resistance, typically officers from the SWAT Team. In such cases every effort should be made to provide the concerned section with all the pertinent information at least 48 hours ahead of time. Some examples of situations where the I/O should consider utilizing the services of the SWAT Team include, but are not limited to:

1. Cases where the suspect is known or believed to be armed.
2. Cases where the suspect has a background of violence towards police officers.
3. Cases involving gang activity.
5. Any case where the I/O believes special weapons training and/or resources possessed by SWAT Team personnel are pertinent and necessary. Whenever SWAT Team personnel are called upon to serve a search warrant, the manner in which the warrant is served will be at their discretion. In rare situations, it may be necessary to deploy snipers or utilize flash-bang distraction devices. This will be the decision of the supervisor in charge, but always in accordance with established policies and procedures and with the approval of the appropriate Staff personnel.

(b) Additionally, consideration should be given to alternative methods of service such as:

1. Conducting surveillance prior to service in an attempt to observe the primary suspect(s) leaving the location so they can be stopped away from the location, thus minimizing potential hazards during the actual entry.
2. Utilizing ploys such as investigating false 911 calls, or utilizing undercover officers as FedEx or other deliverymen in an attempt to have the suspect(s) open a fortified door.
3. Surrounding the location in question and placing a telephone call informing the occupants of your intention and order everyone to exit the location in a prescribed manner.

619.3 SERVING THE SEARCH WARRANT
Unless specifically endorsed by a magistrate for nighttime service, a search warrant must be served between the hours of 7:00 a.m. and 10:00 p.m.. A warrant is considered to be "daytime" service even if the search continues past 10:00 p.m., as long as it was served prior to 10:00 p.m.

(a) If nighttime service is desired (service between 10:00 p.m. and 7:00 a.m.) it must be specifically endorsed for such by the signing magistrate. Reasons for nighttime service include, but are not limited to the following:

1. Evidence demonstrating that the item(s) sought may be moved, destroyed, secreted or made otherwise unavailable if the warrant cannot be served at night.
2. Continuing investigations, typically situations where evidence from one location reveals that additional evidence may be at another location, and a delay in searching the new location would result in the destruction or removal of said evidence. Such additional warrants are typically referred to as "piggyback" or "rollback" warrants.

3. Geographic concerns, such as proximity to a school or daycare facility, may be of sufficient concern to request night service.

4. Evidence indicating that narcotic sales are occurring between 10:00 p.m. and 7:00 a.m. and failure to serve the warrant would result in the evidence becoming non-existent through use, sale or transfer.

5. The arrest of a suspect where it is believed that his/her associates would destroy or secrete evidence once it is learned the suspect has been arrested.

6. Avoiding an all night vigil. Generally, this would be an officer making an arrest inside a residence after 10:00 p.m., and observing evidence of a crime that requires him/her to obtain a search warrant for further investigation. Rather than wait until 7:00 a.m., the officer can request nighttime service due to the circumstances.

(b) Prior to serving any warrant endorsed for nighttime service the Division Commander of the personnel serving the warrant will be notified. This will only be necessary if the service of the warrant occurs between 10:00 p.m. and 7:00 a.m.

(c) All personnel involved in the service of a search warrant shall meet prior to the service to brief and discuss operational responsibilities. This briefing will be conducted by the investigating officer (I/O) or his/her designee and will include not just the entry team, but also those officers responsible for perimeter/containment, facility search, K-9, etc.

(d) In the event that a search warrant entry becomes a barricaded suspect situation, the on-scene supervisor or the I/O will take the appropriate tactical actions and follow the measures outlined in PPD Policy 414/Procedure 414p, Barricaded Suspect Situations.

619.4 RESPONSIBILITES OF THE INVESTIGATING OFFICER ('I/O')

(a) Whenever practical the I/O is expected to be on-scene at the time of service and during the search. If the I/O is not available to be on-scene, such as multiple search warrants being served simultaneously, a co-I/O will be identified and thoroughly briefed on the case and what property is being sought.

(b) If the I/O is not the affiant of the search warrant, he or she should make every effort to effectively communicate with the affiant to ensure that all exculpable information will be included in the affidavit. The I/O should also ensure that sufficient facts are provided to support the probable cause of the affiant's affidavit if applicable.
Search Warrants

(c) The I/O should share all relevant and pertinent information regarding the known physical layout, and any known hazard regarding a location to be searched with the personnel directly involved with the service of the warrant. The I/O should share all relevant and pertinent information and past known history regarding the occupants, suspects, or persons to be searched inside of the location.

(d) The I/O should make every effort to personally fulfill the procedures and requirements prior to the service of the search warrant whenever practical.

(e) The I/O should coordinate with the SES or SIS lieutenant for the entry/clearing of locations to be searched.

(f) The I/O should be responsible for coordination of searching a location through his or her appropriate supervision.

(g) The I/O should be responsible for the chain of custody of evidence unless a co-I/O has been previously designated with this responsibility.

(h) The I/O should be responsible for providing any discovery requests made through the courts or the District Attorney's Office. Any discovery requests made by the defense should be cleared through the DA assigned to the case.

(i) The I/O should file the original copy of the search warrant with the Clerk's Office as soon as practical and prepare a RETURN to the search warrant signed by a magistrate and file as soon as practical (within 10 days) with the Clerk's Office.

619.5 OTHER TYPES OF SEARCH WARRANTS
Most of the search warrants obtained and served by officers of the Pasadena Police Department deal with criminal investigations searching for stolen property, narcotics, or weapons utilized in gang disputes and other violent crimes. These warrants are generally served at residences in and around Pasadena. In addition, there are other less utilized and/or lesser-known types of search warrants, some of which are mentioned below:

(a) Administrative Warrant:

1. An administrative warrant is used to obtain official records from a business, such as phone records, financial records, or Internet account information. Unlike a search warrant for a residence, the I/O does have to provide a copy of the signed face sheet of the warrant to the institution he/she is requesting records from.

(b) Anticipatory Warrant:

1. An anticipatory warrant is obtained in anticipation of an illegal act, however, it cannot be served unless the illegal act occurs. A typical scenario for an anticipatory warrant would be a controlled delivery of narcotics to a specific location. Once the suspects accept the narcotics the warrant becomes valid.

(c) Crime Scene Warrant:
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1. Usually there is no difficulty in conducting a warrantless search at the scene of a crime because the person in control of the premises, who is usually also the victim, wants officers to search and to conduct a thorough investigation. There are occasional cases, however, in which the crime occurs within premises under control of the suspect. A typical example might be a shooting, which occurs within the suspect’s home. Even in these cases the suspect often will consent to a search, probably in hopes of allaying suspicion. But if consent is refused or cannot be obtained (suspect missing or physically incapacitated), then a search warrant for the location is necessary. Even so, a limited “emergency walk-through search” may be conducted for suspects or victims still believed to be on the premises.

(d) Hobbs Warrant:

1. A Hobbs warrant is a warrant in which the portion, which details the source of information, is sealed by the magistrate in order to protect the identity of the informant. In addition to this, officers should be familiar with Evidence Code 1040-1042 regarding protecting the identity of their informants.

(e) Piggyback/Rollback Warrant:

1. A Piggyback or Rollback warrant is a search warrant that incorporates in its statement of probable cause a previously signed and executed search warrant. Piggyback warrants help in expediting new search warrants when an investigation is ongoing. Care should be exercised in this technique if some of the information in the original search warrant is not ready for disclosure. A Piggyback warrant is a warrant which is generated as the result of the outcome of an initial warrant service in which new information is generated which leads to new persons/locations that need to be searched.

(f) Ramey Warrant:

1. A Ramey warrant is an arrest warrant, based on probable cause, issued before a case is actually filed. They are very useful in cases where we hope to get a statement from the suspect prior to filing. They also allow us to enter the home of the suspect, however, not a third parties home. For that, will you need a Steagald warrant.

(g) Skelton Warrant:

1. A Skelton warrant is when an informant is actually brought before the magistrate to give their information. Typically these informants are not classified as "reliable" (meaning they have not provided information in the past) and their information cannot be corroborated. However, if the informant personally swears to the truth of his/her information before the magistrate, and the magistrate,
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based upon the demeanor and appearance of the informant, finds him/her to be credible, the magistrate may issue the search warrant.

(h) **Sneak and Peek Warrant:**

1. A warrant which allows police to covertly search for evidence without seizing the evidence or notifying the owner/tenants. Typically used for after-hours searches of businesses or storage lockers. Notification to the property owner is eventually required.

(i) **Steagald Warrant:**

1. A Steagald warrant allows an officer to enter the residence of a third party to serve an arrest warrant upon a person they reasonably believe to be within that residence.

(j) **Telephonic Warrant:**

1. Penal Code Section 1528(b) permits a magistrate to orally authorize a peace officer to sign his/her name on a "duplicate original search warrant". This type of warrant involves a three-way conference call between the magistrate, the I/O and a deputy district attorney and involves following a particular protocol that the I/O should be aware of prior to seeking one.

619.6 **REFERENCE**

See *PPD Procedure Manual section 619p* for warrant procedures.
Photographs and Digital Recordings

621.1 PURPOSE AND SCOPE
This policy is intended to establish protocols to request, locate and retrieve booking photographs. It also sets forth protocols for the storage and booking of digital image evidence recorded by officers or other Department employees in the field.

621.2 PROCURING PHOTOGRAPHS FROM GOVERNMENT SOURCES
(a) Booking photographs are most easily obtained from Records staff. However, any person with access to the Los Angeles County Regional Identification System (LACRIS) can print a booking photo and/or create a photo line-up. LACRIS is the system that holds the fingerprint images and photographs taken during the Livescan process. Records Section will maintain booking photos taken prior to 1999 before Livescan was implemented. If glossy prints are necessary, they must be requested through the Photo Lab using the standard request form.

(b) Digital photos are available at Cal Photo and Department of Motor Vehicle (DMV). Cal Photo is a repository for criminal photos provided by participating agencies throughout the state. DMV system contains photographs as well as signature and thumbprint images. A case number and purpose is required when requesting photos through Cal Photo and DMV.

(c) Evidentiary photograph negatives for the current year, and the prior two (2) years, will be maintained in the Forensics Section utilizing the case number for filing. The Records Section will maintain any evidentiary photograph negatives more than two years old. All requests for case photographs will be processed through the Forensics Section, regardless of the age of the case. It will be the responsibility of Forensics Section personnel to locate the photograph negative and process the request.

621.3 DIGITAL STILL PHOTOGRAPHY
(a) Purpose:
   1. To provide for the secure collection, storage, retrieval and reproduction of digital photographs made by employees in the field, which is reliable and consistent with courtroom standards. The rate at which technological advancements are made with digital imaging systems is so high that these standards must be flexible as technology evolves.

(b) Definitions:
   1. Digital Photograph shall be defined as any still image captured electronically by digital equipment and processed, archived, distributed or printed on or by digital equipment.
Photographs and Digital Recordings

2. Digital Photography shall be defined as the act of capturing, processing and printing a digital photograph.

3. Digital Equipment shall be defined as hard goods used in the digital photography system, including but not limited to, digital cameras, computer hardware, network components and computer output devices including printers.

4. Digital Image System shall be defined as the collection of hardware and software used to collect, store, retrieve, print and verify digital content of digital photographs.

5. The Custodian of Record for Digital Images shall be defined as the Forensic Services Administrator, or his/her designee, responsible for the operations of the Digital Image System.

6. Digital Media is defined as the electronic storage device used to transfer digital images from a camera to a desktop computer. Media can include, but not be limited to: floppy discs, smart cards, memory sticks and compact flash cards.

(c) Standards:

1. General. All components of the department digital imaging system must be compatible with the hardware/software photographic system that is adopted by the department.

2. Cameras used to collect digital images must be capable of providing output in a standardized format(s) of the digital image industry.

3. Computer Hardware. The digital imaging system will be maintained and repaired by the Forensic Services Section.

4. Printed Images. Hardcopy or printed digital images shall be produced in a manner that can be certified by the Custodian of Record for Digital Images as a true and correct copy of the original image.

5. Access to the Digital Image System will be restricted to personnel assigned to the Forensic Services Section. Requests for prints or copies of the images will be routed to the Forensic Services Section personnel for processing.

621.4 DIGITAL MOTION PHOTOGRAPHY

(a) Purpose: To provide for the secure collection, storage, retrieval and reproduction of digital video recordings made by employees in the field, which is reliable and consistent with courtroom standards. The rate at which technological advancements are made with digital imaging systems is so high that these standards must be flexible as technology evolves.

(b) Definitions:
Photographs and Digital Recordings

1. Digital Recording shall be defined as any image captured electronically by digital equipment (i.e. camcorder) and processed, archived, distributed or printed on or by digital equipment.

2. Digital Video Recording shall be defined as the act of capturing, processing and/or printing a digital image.

3. Digital Equipment shall be defined as hard goods used in the digital photography system, including but not limited to, digital camcorders, cameras, computer hardware, network components and computer output devices including printers.

4. Digital Media is defined as the electronic storage device used to transfer digital images from a camera to a usable medium, currently Compact Discs ("CD"), smart cards, memory sticks and compact flash cards.

(c) Standards:

1. General
   (a) All components of the department digital imaging system must be compatible with the hardware/software photographic system that is adopted by the department.
   (b) Camcorders used to collect digital images must be capable of providing output in a standardized format(s) of the digital image industry.

2. Printed/re-produced Images
   (a) Hardcopy or printed digital images or copies of video images shall be produced in a manner that can be certified by the Custodian of Record as a true and correct copy of the original image.

(d) Procedure:

1. Original digital video images will be captured on a camcorder that will create an image file onto an acceptable digital media. Appropriate notes will be made to establish the case number, content and identity of the photographer. If camcorder is a model that uses disks to capture information, then that disk must be booked into evidence as described in Policy 804.

2. The video image will be collected on the digital media associated with the camera being used. Each case will be distinguished with an identifying method that states photographers name and employee numbers, the case number, date and location of images being captured. The image(s) will be directly uploaded into the digital management system, by the original photographer, prior to the end of their work day.

3. If captured on a disk, the photographer will book the said disk into evidence in accordance with Policy 804.

4. Retrieval and reproduction of video images will be conducted by personnel assigned to particular case. This will be accomplished by a request for the CD
submitted to the Property and Evidence Section. If the video was uploaded directly into the digital management system then it can be retrieved by personnel trained and authorized to acquire the desired video.

5. Any employee retrieving video, photograph, or audio evidence from the digital imaging system will be required to obtain consent from their immediate supervisor or administrator.

621.5 REFERENCE

Chapter 7 - Equipment
Department Owned and Personal Property

700.1 POLICY
It shall be the policy of the Pasadena Police Department to purchase, issue, maintain, inventory, and control all city-owned property and equipment.

700.2 DEFINITIONS
(a) "Equipment" refers to any item that is owned by the city and issued to any employee. The employee maintains continuous possession of these items and is responsible for its care and safekeeping (e.g. uniforms, baton, duty weapon, and leather gear).
(b) "Property" refers to all other items within the department owned by the city (e.g. radios, desks, cameras, and vehicles).
(c) Excluded from these terms are all items, equipment, or property owned by the employee.

700.3 RESPONSIBILITIES
(a) The reasonable care of this equipment and property rests with the individual employee.
(b) The control and maintenance of this equipment and property rests with the police department.
(c) The purchasing, issuing, and inventory of equipment rest with the Equipment and Uniform Specialist and the Fiscal Administration Management Analyst IV.
(d) The purchasing, issuing, and initial inventory of property rests with Administrative Services.
(e) The accountability for theft, loss, or damage of city property or equipment during the time it is issued to or used by a particular employee rests with that employee. Accountability does not necessarily imply financial responsibility or fault.

700.3.1 LOSS, THEFT, OR DAMAGE OF CITY PROPERTY
(a) Whenever an employee becomes aware of the loss, theft, or damage of city equipment or property, it shall be the employee’s responsibility to report the circumstance to a supervisor, fill out, and sign the Equipment/Property Replacement Form within 24 hours. This form is then signed by that employee’s section administrator and forwarded to that employee’s division commander for review and referral to one of the following:
   1. Equipment Committee
   2. Risk Management Committee
Department Owned and Personal Property

(b) Loss or stolen equipment or property shall be documented in an official police report, regardless of the duty status of the employee or the jurisdiction of occurrence.

(c) Employees should be aware that while the damaged item may be minor in nature, it may constitute a safety hazard and should be reported on the Equipment/Property Replacement Form, except as follows:

1. Vehicle damage as a result of a traffic collision shall be investigated and reported on the police traffic collision form and copies forwarded in accordance with the City of Pasadena occurrence and injury reporting procedure.

2. Damage to equipment or property, when it appears there is criminal responsibility, shall be investigated and reported on the appropriate official police report with one (1) copy to the employee’s division commander.

(d) The loss, theft, or damage to an employee's personal property as a result of a police incident shall be noted in the official police report of the incident.

1. One (1) copy of the report shall be attached to the Equipment/Property Replacement Form and forwarded to the employee’s division commander.

2. Replacement or repair of personal property may be reimbursed in accordance with policy (See Section 1046.7.2 and is generally the responsibility of the Equipment Committee upon request by the employee's administrative lieutenant.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor’s written report, shall promptly be forwarded to the appropriate Division Commander.
Personal Equipment

701.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines regarding the equipment to be carried by sworn personnel.

701.2 PATROL PERSONNEL
Sworn personnel assigned to uniformed patrol shall carry at the minimum the following equipment on their person:

(a) Duty ('Sam Brown') belt, black, basket weave (leather or synthetic) with keepers
(b) Handcuffs (must accept universal key)
(c) Handcuff case, black, basket weave (leather or synthetic)
(d) Department-issued (or approved) OC spray canister
(e) OC canister case, black, basket weave (leather or synthetic)
(f) Three (3) magazines loaded to rated capacity (one in weapon, two in pouch)
(g) Magazine pouch, black, basket weave, with retention device (leather or synthetic)
(h) Baton (collapsible or straight stick as authorized)
(i) Baton holder or ring, black, basketweave (leather or synthetic)
(j) Authorized duty weapon
(k) Rangemaster-approved holster (minimum level I retention), black, basket weave (leather or synthetic) SPECIAL NOTE: 'Clamshell'-style holsters are NOT authorized for use by Department personnel.
(l) Radio
(m) Radio holder, black, (leather or synthetic)
(n) TASER electronic control device (if issued)
(o) TASER holster, black (department-issued or drop holster)
(p) Body armor
(q) Badge
(r) Nameplate
(s) Whistle chain
(t) Department ID, Values card, and Driver's License
Personal Equipment

701.3  PLAIN CLOTHES PERSONNEL
Sworn personnel in plain clothes assignments shall carry the following equipment on their person:

(a)  In the police building:
   1.  Firearm (department-approved), loaded magazine
   2.  Holster (minimum Level I retention)
   3.  Badge (department-issued or flat badge)
   4.  Department ID card

(b)  Outside police building on law enforcement business:
   1.  All items in section 701.3.a
   2.  Spare magazine, loaded to rated capacity
   3.  Radio
   4.  Handcuffs (must accept universal key)
   5.  Body armor (if tactical situation requires)

701.4  SPECIALIZED ASSIGNMENTS
Personnel in specialized assignments shall carry equipment as dictated in the unit SOP. Firearms shall not be carried without a holster.

701.5  OFF-DUTY
Personnel shall not carry firearms off-duty without a holster.

701.6  F.O.D. OUTSIDE LOCKERS
The equipment lockers installed in the northeast corner of the PPD garage have been provided by the Department for F.O.D. patrol officer use only. Each locker will be assigned to a specific patrol officer by the Administrative Services Lieutenant or his/her designee. Officers will not utilize any locker other than the one that has been assigned to him/her.

No firearm or evidence storage is permitted in these lockers. All occupied lockers must be secured with an appropriate lock (to be purchased by the employee) when unattended. These lockers are subject to the same search provisions as other department-owned locker or container, as set forth in Policy 1020.6.1.

701.7  REFERENCE
See PPD Policy Manual section 1046 for uniform requirements.
Vehicle Maintenance and Repair

704.1 PURPOSE AND SCOPE
Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES

(a) When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. The employee discovering the defect will prepare a "Request for Vehicle Repair Form". (Form #PPD9507)

1. The repair form will include the officer's name, the city number and police department number of the vehicle concerned, and will describe the defect as accurately as possible.
2. The repair form will be delivered via email on the tab provided on the form.
3. Make a photocopy and place in Logistics on the provided clipboard.
4. Make a photocopy and place on the dashboard of the defective vehicle.

(b) If the vehicle repair requires transportation to fleet maintenance, all weapons shall be removed and placed in Logistics. See PPD Procedure Manual section 704.

(c) If after-hours repairs on a vehicle are necessary, (i.e. flat tire, dead battery, issues requiring a tow), officers are to fill out a Vehicle Repair Form and follow the above process in section 704.2.a.

(d) For MDC, MAV and ALPR issues, email DoIt.

704.3 BODY DAMAGE TO DEPARTMENT VEHICLES
Whenever structural body damage occurs, a "City of Pasadena-Report of Occurrence" form must be completed immediately, or it will unnecessarily delay the repair process. Copies will be forwarded to Fleet Maintenance and the Communications, Fleet and Technical Service Sections Administrator.

704.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.
704.5 WASHING OF VEHICLES
All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.6 CIVILIAN EMPLOYEE USE
Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.7 REFERENCE
Vehicle Use

706.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of accountability to ensure City-owned vehicles are used appropriately. For the purposes of this policy, "City-owned" includes any vehicle owned, leased or rented by the City.

706.2 POLICY
The Pasadena Police Department provides vehicles for department-related business and may assign take home vehicles based on its determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

706.3 USE OF VEHICLES
City-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

Members shall not operate a City-owned vehicle at any time when impaired by drugs and/or alcohol.

Any member operating a vehicle equipped with a two-way communications radio, MDT and/or a GPS device shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

706.3.1 CRIMINAL INVESTIGATIONS DIVISION VEHICLES
Criminal Investigations Division vehicle use is restricted to investigative personnel during their assigned work hours unless approved by an Criminal Investigations Division supervisor. Criminal Investigations Division members shall record vehicle usage via the sign-out log maintained in the Division. After-hours use of Criminal Investigations Division vehicles by members not assigned to the Criminal Investigations Division shall notify the Watch Commander or his/her designee. If an officer(s) is assigned a Criminal Investigations Division vehicle for thier shift assignment, it should be recorded on the appropriate section roster.

706.3.2 AUTHORIZED PASSENGERS
Members operating City-owned vehicles shall not permit persons other than City members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

706.3.3 PARKING
Except when responding to an emergency or other urgent official business requires otherwise, members driving City-owned vehicles should obey all parking regulations at all times.

City-owned vehicles should be parked in their assigned stalls. Members shall not park privately owned vehicles in any stall assigned to a City-owned vehicle or in any other areas of the parking
lot that are not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

706.3.4 INSPECTIONS
The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

706.3.5 PRIVACY
All City-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.3.6 UTILITY TASK VEHICLE
The Utility Task Vehicle (UTV) shall only be used for official business. The primary purpose of the UTV is to increase the effective movement of law enforcement officers, citizens, prisoners, and equipment from one point to another when operating at a designated event or assigned operation. The UTV is restricted for use at major events, such as the Rose Bowl, Rose Parade, and any other activity approved by the Chief of Police or his/her designee. Its use may also be authorized for unplanned events that qualify as unusual occurrences or emergency need. UTV’s shall not be operated in high speed emergency responses unless authorized code 3.

The UTV shall only be used by personnel who have received official training on the operation, capabilities, and limitations of the vehicle. The UTV is designed to be driven primarily on non-paved surfaces and as such, maneuverability may be impacted when driving on public roadways necessitating the operator to be mindful of speed and roadway conditions. Officers shall not operate a UTV on the freeway. The transporation of prisoners or citizens shall be limited to short-term distances to an authorized emergency vehicle or staging area. Absent exigent circumstances, children necessitating child restraints (CVC 27360) shall not be transported in the UTV. All operators of the UTV shall drive with due regard for the safety of thier passengers and the public.

706.4 COLLISION DAMAGE, ABUSE AND MISUSE

(a) When a City-owned or leased vehicle is involved in a traffic collision, the involved employee shall promptly notify their on-duty supervisor or Watch Commander when it is safe and practical to do so. A traffic collision report shall be filed with the agency having jurisdiction.

(b) When a collision involves a department vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results
in serious injury categorized as S-4 or above, the California Highway Patrol may be summoned to handle the investigation.

(c) The employee involved in the collision shall complete the City’s vehicle accident form. If the employee is incapable, the supervisor shall complete the form.

(d) Any damage to a vehicle that was not caused by a traffic collision shall be expediently reported to a supervisor during the shift in which the damage was discovered and documented on the City’s Property Damage and Investigation Report.

(e) An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

706.5 KEYS AND SECURITY
The loss of any key shall be promptly reported in writing through the member’s chain of command.

706.6 ENFORCEMENT ACTIONS
When driving an assigned vehicle to and from work outside of the jurisdiction of the Pasadena Police Department, an officer should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

706.7 ATTIRE AND APPEARANCE
When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.
Equipment Committee

707.1 PURPOSE AND SCOPE
The Pasadena Police Department hereby establishes the Equipment Committee, which is charged with the general responsibility of researching and developing equipment and property standards for this department. The committee shall also act as an advisory board in determining employee responsibility for the loss, theft, or damage of equipment or property.

707.2 DEFINITION
(a) "Equipment" refers to any item that is owned by the City and issued to any employee. The employee maintains continuous possession of these items and is responsible for their care and safekeeping. (Examples: uniforms, baton, handgun, leather gear).

(b) "Property" refers to all items within the department owned by the City, other than equipment. (Examples: radios, cameras, vehicles, furniture).

707.3 ORGINIZATION
(a) The committee shall consist of the Deputy Chief or his/her designated representative, who chairs the committee.

(b) The committee chair or his/her designated representative shall select committee members; participation shall be voluntary.

1. An attempt will be made to have members that are representative of different divisions within the department.

2. Qualification for, an appointment to, the committee shall be determined by the Deputy Chief or his/her designated representative.

707.4 FUNCTIONS AND RESPONSIBILITIES
(a) The committee shall meet upon the request of the Chief of Police or any Division Commander.

(b) The committee chair will submit the recommendations from the committee to the Chief of Police for approval.

(c) The committee shall also meet upon the request of the committee chairperson, when necessary, to review responsibility for any employee’s report of the loss, theft, or damage of City, or personal, equipment or property.

1. A majority vote of the committee shall determine responsibility.

2. Reimbursement amounts shall be determined by the committee based on a reasonable and equitable replacement cost for the type of property which would reasonably be worn or used by an employee on duty. Serious consideration must
be given by all employees to the use of valuable personal property or equipment while on duty, which could be potentially, lost or damaged.

(d) It is not the responsibility of the committee to deal with or to recommend discipline.

(e) The Equipment Committee Chair shall be responsible for maintaining a file of all findings and recommendations of the committee.

(f) Whenever the equipment or property damaged is a result of normal use, the chairperson's signature will be sufficient for replacement authority. The Police Chief's approval shall not be required.
Use of Department Vehicles Off-Duty

709.1 PURPOSE AND SCOPE

(a) The purpose of this policy is to establish guidelines for the use of City owned vehicles by Department personnel while off duty and/or for personal use.

(b) A City owned vehicle is any vehicle purchased by, acquired by or otherwise maintained by the City of Pasadena or any cooperative agency.

(c) The use of a City owned vehicle by Department personnel, while off duty and/or for personal use, should be considered a privilege, not a benefit, by each employee who is assigned a vehicle.

709.2 PERMITTED USE

(a) Employees assigned City owned vehicles, or employees who are allowed to operate City owned vehicles, may when authorized by their division commander under the guidelines of this policy:

1. Use that vehicle to commute to and form their primary residence and workplace.

2. Conduct any legitimate Police Department related business which occurs outside normal working hours, including but not limited to:
   (a) Attendance at special meetings and Department sponsored or supported functions
   (b) On-call return-to-work
   (c) Court appearances

3. Conduct limited personal business within the immediate vicinity of the City of Pasadena or in transit to and from the place of work to a personal residence.

(b) All employees authorized to use a City owned vehicle are to monitor the police radio, when available, and whenever they are in such vehicle, they are to take appropriate action (refer to Policy 386):

   (a) On any matter which may come to their attention through the police radio or other means of communication.

   (b) On any police related matter, which may come to their attention through their personal observation.
Use of Department Vehicles Off-Duty

(c) Employees authorized to use a City owned vehicle are prohibited from using that vehicle at any time when their driving ability has been impaired through the ingestion of drugs, medicines or alcoholic beverages or other physical impairment.

(d) City owned vehicles are to be left at the appropriate Police Department parking facility during vacations or other periods of leave or extended absence. Personnel assigned to Command Staff may have this restriction waived with authorization from the Chief of Police.

(e) No assigned city vehicle (including motorcycles) will be taken home by any of the aforementioned personnel if he or she lives more than ninety minutes from the City of Pasadena unless authorized by the Chief of Police.

(f) Only the assigned city employee may operate the city vehicle.

(g) The Department Fleet Manager will maintain a list of personnel authorized to use a City owned vehicle as prescribed by this policy.

(h) The Deputy Chief or his/her designee will conduct an annual audit to assess off-duty vehicle assignments and usage.

709.3 PERSONNEL ASSIGNED CITY VEHICLES

(a) The Command Staff is authorized to take a vehicle home and use assigned city vehicles as deemed appropriate by the Chief of Police.

(b) Lieutenants are authorized a take home vehicle for commuting to and from work and/or for attending department authorized events. Additionally, Lieutenants assigned to sections with a high call out frequency, with approval from their assigned Division Commander, are authorized to operate their department vehicles for local usage, as needed, to maintain on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station. Each Division Commander will notify the Chief of Police of the personnel approved for local usage. Vehicles assigned to all other lieutenants shall not be operated for local usage.

(c) The on-call Sergeant and/or Supervisor assigned to the Detective Section, with approval from the Division Commander, are authorized to take an assigned city vehicle home as part of their on-call responsibility. These vehicles may be operated for local usage as needed to maintain their on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station.

(d) The on-call Corporals assigned to the Detective Section, with approval from the Division Commander, are authorized to take an assigned city vehicle home as part of their on-call responsibility. These vehicles may be operated for local usage as needed
Use of Department Vehicles Off-Duty

to maintain their on-call availability. When determining on-call availability, employees should consider a maximum response time of ninety minutes to the police station.

(e) All personnel assigned to the Traffic Section, who have been certified at an EVOC motorcycle school, may take a city motorcycle home. These vehicles may not be operated for local usage outside of the City of Pasadena.

(f) This policy does not pertain to individuals assigned to regional task forces who are assigned vehicles. These vehicles shall be governed by policies, procedures and Memorandums of Understanding established by those agencies and agreed to by the Department for such assigned employees. However, employees assigned to such task forces will not be allowed to use vehicles for personal use.

(g) Division Commanders or their designee will be advised when response times exceed ninety minutes.

709.4 AUTHORIZATION FOR OFF-DUTY USE

(a) The Chief of Police is the final authority on the use of a City owned vehicle for off duty and personal use on a continuous basis.

(b) Division Commanders are responsible for determining which personnel in their respective Divisions will be authorized to use a City owned vehicle.

(c) The Section Administrator may, at his or her discretion, occasionally authorize an employee to take a city vehicle home when circumstances or conditions exist that make it prudent, practical or in the best interest of the City to do so. This may include late meetings, special details, ongoing investigations or special events.

709.5 RESPONSIBILITY

(a) When authorized to use a vehicle while off-duty, the employee is responsible for the care of the vehicle.

(b) Any damage or other misuse of the vehicle will be reported to a supervisor immediately.

(c) All appropriate documentation will be submitted upon the employee's return to work unless otherwise directed by the supervisor.

709.6 REFERENCE
See PPD Policy Manual section 386.
Personal Protective Equipment

710.1 PURPOSE AND SCOPE
This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

710.1.1 DEFINITIONS
Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

710.2 POLICY
The Pasadena Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

710.3 OFFICER RESPONSIBILITIES
Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

710.4 HEARING PROTECTION
Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

710.5 EYE PROTECTION
Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.
Personal Protective Equipment

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

710.6 HEAD AND BODY PROTECTION
Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

710.7 RESPIRATORY PROTECTION
The Administrative Services Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
(c) Medical evaluations.
(d) PPE inventory control.
(e) PPE issuance and replacement.
(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
(g) Regularly reviewing the PPE plan.
(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

710.7.1 RESPIRATORY PROTECTION USE
Designated members may be issued respiratory PPE based on the member’s assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member’s degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):
(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

710.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION
Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

710.7.3 GAS MASK
Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.
710.7.4   RESPIRATOR FIT TESTING
No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

(a) At least once every 12 months.
(b) Whenever there are changes in the type of SCBA or facepiece used.
(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

710.8   RECORDS
The Training Sergeant is responsible for maintaining records of all:

(a) PPE training.
(b) Initial fit testing for respiratory protection equipment.
(c) Annual fit testing.
(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
   1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

710.9   TRAINING
Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).
Chapter 8 - Support Services
Crime Analysis

800.1 PURPOSE AND SCOPE
Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES
Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Statewide Integrated Traffic Reporting System (SWITRS)

800.3 CRIME ANALYSIS FACTORS
The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Time factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION
For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.
Communications Section

802.1 PURPOSE AND SCOPE
Due to the nature of our society and the reliance on electronic communications, the Communications Section is the spokesperson for this department with the public, and one if not the most critical element in providing the community police services.

The basic function of the communications system is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities and during emergencies. The latter situation places the greatest demands upon the communications system and tests the capability of the system to fulfill its functions. Measures and standards of performance are necessary to assess the effectiveness with which any department, large or small, uses available information technology in fulfillment of its missions.

802.1.1 FCC COMPLIANCE
Pasadena Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

802.2 COMMUNICATION OPERATIONS
This department provides 24-hour telephone service to the public for information or assistance that may be needed in emergencies. The ability of citizens to telephone quickly and easily for emergency service is critical. This department provides access to the 911 system for a single emergency telephone number. This department has two-way radio capability providing continuous communication between Communications Section and officers.

The Communications Section is staffed by sufficient personnel and supervision to safely and efficiently respond to any emergency. The section is under the direct control of the Communications Section Administrator.

802.2.1 COMMUNICATIONS LOG
It shall be the responsibility of Communications Section to record all relevant information on calls for criminal and non-criminal service or self-initiated activity utilizing the CAD system. Employees shall attempt to elicit as much information as possible to enhance the safety of the officer and assist in anticipating conditions to be encountered at the scene. Mandatory information would include, at a minimum, the following:

- Control number
- Date and time of request
- Name, phone number and address of complainant, if possible
- Type of incident reported
- Location of incident reported
- Identification of officer(s) assigned as primary and backup
Communications Section

• Time of dispatch
• Time of the officer’s arrival
• Time of officer’s return to service
• Disposition or status of reported incident

802.2.2 DESTRUCTION OF RECORDINGS
Recordings of radio and telephone communications and video monitoring of the Public Safety Agency may only be destroyed or erased pursuant to this policy, in compliance with Government Code Section 34090.6 and 53160. See PPD Procedure Manual section 802.

802.3 RADIO COMMUNICATIONS
Operations are more efficient and officer safety is enhanced when dispatchers, supervisors, and fellow officers know the status of officers, their locations and the nature of cases.

802.3.1 OFFICER IDENTIFICATION
Radio identification numbers are based on factors such as beat assignment and officer identification numbers. Employees should use the entire call sign when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate unit. Employees initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified. See PPD Procedure Manual section 802p.

(a) All field personnel, unless prohibited by conditions of special assignment, shall have in their possession the portable radio assigned to them.
(b) All vehicles assigned to the Patrol Division for use in patrol activities shall be equipped with a permanent mount public safety radio.
(c) Portable radios shall be the primary means of communication by the employee with the Communications Center when the officer is on foot or away from a mobile unit. In addition, these radios shall serve, as a back up should the vehicle radio fail.
(d) Employees are to maintain contact with the Communications Center at all times while on duty. Transmissions will be clear and articulate. The entire call sign and the phonetic alphabet shall be used.
(e) Employees shall limit their radio codes to those listed in the radio codebook.

802.4 ASSIGNMENT OF CALLS

(a) All field personnel are to advise the Communications Center of their status in the following situations:
Communications Section

1. When going in-service.
2. When going off duty.
3. When changing locations.
4. Upon arrival at calls-for-service.
5. Upon clearing from call-for-service.
6. When checking in and out for breaks.
7. When engaged in any activity affecting availability to handle calls for service.
8. When making arrests.
9. When transporting prisoners or other persons.
10. When making contact with citizens, suspects and suspicious persons.
11. When making traffic stops.
12. When getting out of the car to initiate police activity.
13. When changing status such as "Code 4", 10-6, Code 5 etc.

(b) When stopping vehicles, officers shall provide the Communications Center with the following information:
1. License number
2. Location of the stop

(c) When contacting persons (other than dispatched complaints), officers shall provide the Communications Center with the following information:
1. Location
2. Reason for contact, i.e. suspicious persons, suspicious activity etc.

(d) The Communications Center shall maintain a record of the current location and status of all on-duty personnel.

(e) Employees shall respond to all radio assignments promptly, and return to service as soon as possible.

(f) The employee assigned disposition for a call will be responsible for the proper investigation of the incident and, therefore, be in charge of the scene.

(g) An employee going to a radio dispatched call who observes on-view activity, will advise the Communications Center of the situation. If the on-view situation demands immediate attention, employees will request that the radio call be reassigned. If the original assignment requires priority, employees will request that another unit be dispatched to handle the on-view situation.
(h) When checking for wants, warrants, driving status, etc., officers should provide the DL# and the full name and DOB of the subject whenever possible.

802.4.1 ARRIVAL AT ASSIGNED CALLS
Employees will advise the Communications Center upon their arrival at an assigned call. When a non-uniformed unit arrives at the scene of a call where uniformed units are responding, the non-uniformed unit shall advise that they are on scene.

802.4.2 BACK-UP UNITS REQUESTED
(a) Back-up units may be requested whenever necessary. Employees will advise by radio of their location when requesting a back-up unit.

1. If a back-up unit has been assigned or requested and officers at the scene determine that one is not needed, they will immediately advise that there is no longer a need for assistance. All responding units not on the scene will return to service.

2. Whenever undercover officers request a back up, they will identify themselves by call number and identify themselves to responding units as soon as practical.

(b) When responding to an emergency-officer/employee needs help requests, responding units will use the assigned frequency of the unit initiating the request.

1. Dispatch will relay requests for emergency-officer/employee needs help requests on additional frequencies so all field personnel become aware of the request.

2. Officers should not state on the assigned frequency that they are responding. Under emergency circumstances, it is imperative that the frequency be kept clear of unnecessary traffic. This procedure will ensure that the endangered officer/employee is not prevented from using the radio due to unnecessary traffic.

3. When broadcasting a Code 4 from the scene, the officer/employee will include the location of the incident and the reason why the situation is Code 4, (e.g., suspect is in custody, enough units, etc.)

(c) The amount of officers responding to Emergency Radio Calls may vary depending on the situation and the ability to conclude it safely (e.g., domestic violence calls with weapons involved, large fights, etc.).

1. If initial call details dictate a significant number of officers to respond for safety purposes, dispatch will simulcast the initial call on all frequencies assigned for use by patrol.

2. Support units should go back into service after a Code 4 is given and their service is no longer needed.
3. When answering Priority One (1)-radio calls, officers shall acknowledge the call and broadcast the location they are responding from. This will allow additional units to respond accordingly.

802.4.3 IDENTIFYING UNDERCOVER OFFICERS
When responding to suspicious subject calls involving undercover officers, do not disclose the presence of the undercover units over the police radio. Officers may telephone the communications center to advise of the situation.

802.4.4 DAMAGE TO RADIO EQUIPMENT
(a) The following procedures will be used when an employee becomes aware that a radio is not working properly, or if radio equipment has been exposed to conditions, which may cause damage.

1. Anytime a portable radio is exposed to a great amount of water (total/partial immersion, hit with a stream of water from a hose, etc.), employees will:
   (a) Immediately turn the radio off without trying to use it.
   (b) Remove the battery.
   (c) Fill out a repair request form (PPD-form 1502) with a supervisor approval.

2. When vehicle mounted radio equipment in the passenger or trunk compartments is damaged, employees will:
   (a) Fill out a vehicle repair request form (PPD-form 1502) with a supervisor approval.

802.5 REFERENCE
Property and Evidence

804.1 PURPOSE AND SCOPE
When evidence or property comes into the possession of the Pasadena Police Department, a public trust is created. In order to fulfill this trust, the Property Management Section is responsible for the custody, control and disposition of all evidence and property coming into possession of this department so as to minimize liability exposure.

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

804.2 DEFINITIONS
Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

804.3 PROPERTY HANDLING
Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in a secure property locker or storage area along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

804.3.1 RELINQUISHED FIREARMS
Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29850 shall be issued a receipt that describes the firearm, the serial number or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold or otherwise transferred, unless (Penal Code § 29810):
(a) A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or

(b) The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or

(c) The Automated Firearms System indicates that the firearm was reported lost or stolen.

1. In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Department has complied with the requirements of Penal Code § 33850 et seq.

The Property and Evidence Technician shall ensure the Property Supervisor is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Section Policy).

804.4 PACKAGING OF PROPERTY
The Property Management Section Supervisor or section personnel shall daily examine the evidence lockers, drop slot and Officer's Booking Port, and assume custody of all evidence and property placed therein during their absence. Section personnel will then cause such transfer of appropriate property/evidence into the Main Property Room or other approved storage areas for its security. The only exception is items in the drying lockers.

In addition, they shall cause:

(a) Appropriate entries in the Evidence Tracking System which will reflect the exact location of all evidence or property in section custody at any time, including and dispositions.

(b) Release of evidence for court in the following manner:

1. The evidence to be checked out must be entered on the back of the Property & Evidence Report form, by item number. The receiving officer shall sign and date the form.

2. A court disposition sheet must also be given to the officer receiving the evidence, and returned with the evidence.

3. The officer shall notify section personnel of the disposition of all evidence checked out to them by returning the properly notated court disposition sheet or by completing the Property & Evidence Report form, signing the evidence back in. All evidence checked out for court must be returned by the close of the court day. Exceptions are evidence held temporarily by the court, which must be indicated on the court disposition receipt.
804.5 RECORDING OF PROPERTY
The Property and Evidence Technician receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and the property control card.

Any changes in the location of property held by the Pasadena Police Department shall be noted in the property hardcard.

804.6 PROPERTY CONTROL
Each time the Property and Evidence Technician receives property or releases property to another person, he/she shall enter this information on the property control card and the Evidence Tracking System. Officers desiring property for court shall contact the Property and Evidence Technician at least one day prior to the court day.

804.6.1 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS
Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, the Property and Evidence Technician shall return the weapon to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met unless the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm (Family Code § 6389(g); Penal Code § 33855).

804.6.2 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS
Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of the weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) which conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the weapon is not retained as evidence, the Department shall make the weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ which conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not
returned should be sold, transferred, destroyed or retained as provided in Welfare and Institutions Code § 8102.

**804.6.3 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS**

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Pasadena Police Department determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

**804.7 DISPOSITION OF PROPERTY**

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Property and Evidence Technician shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective.

**804.7.1 RETENTION OF BIOLOGICAL EVIDENCE**

The Property and Evidence Section Supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant
(b) The defendant’s attorney
(c) The appropriate prosecutor and Attorney General
(d) Any sexual assault victim
(e) The Criminal Investigations Division Lieutenant

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Property and Evidence Section Supervisor, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made.
by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Criminal Investigations Division Lieutenant.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor’s office.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Criminal Investigations Division supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

804.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.

(c) An annual audit of evidence held by the Department shall be conducted by a Division Commander (as appointed by the Chief of Police) not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

804.9 DISPOSITION OF EVIDENCE OR PROPERTY

(a) All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The property management personnel shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective.

(b) The investigating employee shall expedite the final disposition of evidence or property being held by the Property Management Section, except for found property and
property held for safekeeping, which will be disposed of by section personnel when appropriate.

(c) If evidence or property is released to any person or agency, the following shall be recorded on the Property & Evidence form.

1. The name, address and signature of the person receiving the property; and
2. Legible signature of the person authorizing the release.

(d) With the exception of firearms and other property specifically regulated by statute, found property will be held for a minimum of 90 days and property held for safekeeping shall be held for a minimum of 60 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6), donated to a charitable or non-profit organization (Welfare and Institution Code 217) or converted for official Police Department use (Civil Code 2080.4). The final disposition of all such property shall be fully documented in related reports.

(e) Property management personnel shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Section for filing with the case. If some items of property have not been released the property card will remain with the Property Management Section. Upon release, the proper entry shall be documented on the Property card.

804.10 DISPUTED CLAIMS TO PROPERTY
Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

804.11 DESTRUCTION OF NARCOTICS & DANGEROUS DRUGS
The Major Narcotics and Special Investigation Section, with the approval of the CID Commander, will be responsible for destruction of all narcotics and dangerous drugs coming into the custody of this department, including paraphernalia as described in Health & Safety Code § 11364. The destruction order will be co-signed by the Property Management Supervisor and CID Commander.
804.12 DISPOSITION OF PROPERTY

(a) The investigating employee shall expedite the final disposition of evidence or property being held by the Property Management Section, except for found property and property held for safekeeping, which will be disposed of by section personnel when appropriate.

(b) If evidence or property is released to any person or agency, the following shall be recorded on the Property & Evidence Report form:

1. The name, address and signature of the person receiving the property and
2. Legible signature of the person authorizing the release.

804.13 EXCEPTIONAL DISPOSITIONS

(a) The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

1. Weapons declared by law to be nuisances (Penal Code §§ 12028, 12029, 12251) Furthermore, firearms designated for disposal pursuant to California Penal Code Part IV, Title II, Section 12028, shall be treated as follows:
   (a) At the direction of the Property Management Section Administrator, and upon a determination of appropriateness, inventories of (1) firearms to be destroyed; and (2) firearms retained under Penal Code Section 12030 shall be prepared and submitted to the police chief for approval.
   (b) Upon approval of destruction, the Section Administrator shall be responsible for overseeing said destruction and for verifying beyond any doubt that each weapon inventoried was, in fact, destroyed and therefore incapable of being salvaged.
   (c) Mode of destruction shall be established by the Property Management Section Administrator with the approval of the police chief.
   (d) A certification of destruction verified in writing by an official of the destructing agency and attested to by witnessing police personnel shall be maintained in the Main Property Room for five years.

2. Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)

3. Counterfeiting equipment (Penal Code § 480)

4. Gaming devices (Penal Code § 335a)

5. Obscene matter ordered to be destroyed by the court (Penal Code § 312)

6. Altered vehicles or component parts (Vehicle Code § 10751)
7. Narcotics (Health & Safety Code § 11474, etc.)
8. Unclaimed, stolen or embezzled property (Penal Code § 1411)
9. Destructive devices (Penal Code § 12307)

804.14 UNCLAIMED MONEY

(a) If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

(b) Any individual item with a value of less than fifteen dollars ($15.00), or any amount if the depositor/owner’s name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

(c) If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this department to fund official law enforcement operations. Money representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

804.15 REFERENCE
See PPD Procedure Manual section 804p and the PPD Property Patrol Guide.
Records Section

806.1 PURPOSE AND SCOPE
This policy establishes the guidelines for the operational functions of the Pasadena Police Department Records Section. The policy addresses department file access and internal requests for case reports.

806.1.1 REPORT INDEXING
(a) The policy of this department is to index reports so that the can be accessed by location, name or classification type of involved parties.
(b) The Records Section is responsible for indexing the following documents:
   1. Incident Crime Reports
      (a) The location of the incident will be indexed into the location file.
      (b) The following names will be indexed into the location file.
          1. Victims
          2. Suspects booked and not booked
   2. Collision Reports
      (a) The following names will be indexed into the master names file.
          (a) Drivers
          (b) Pedestrians
          (c) Parties fatally injured
          (d) Suspects booked
          (e) Witnesses
          (f) Victims
          (g) Suspects
      (c) Misdemeanor Citations and Warrant Arrests without booking.
          (a) The name of the defendant is filed into the master name file.
      (d) "Add" Reports

806.2 POLICY
It is the policy of the Pasadena Police Department to maintain department records securely, professionally and efficiently.
806.3 DETERMINATION OF FACTUAL INNOCENCE
In any case where a person has been arrested by officers of the Pasadena Police Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Records Section Administrator. The Records Section Administrator will review the record to determine factual innocence of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon determination that a finding of factual innocence is appropriate, the Records Section Administrator shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Records Section Administrator should respond to a petition with the Department’s decision within 60 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

806.4 FILE ACCESS AND SECURITY
The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Watch Commander.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

806.5 ORIGINAL CASE REPORTS
Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Administrator. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

806.6 CONFIDENTIALITY
Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view
or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

806.7 ARREST WITHOUT FILING OF ACCUSATORY PLEADING
The Records Section Administrator should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

(a) The individual is issued a certificate describing the action as a detention.
(b) All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention.
(c) The California DOJ is notified.

POLICY MODIFIED 5/18
Destruction of Internal Affairs Files

807.1 PURPOSE AND SCOPE
The Pasadena Police Department maintains files of complaints against police personnel consistent with both professional administrative practice and legal mandate. When the maintenance of specific files no longer meets either of these two criteria, the files in question shall be destroyed.

807.2 INTERNAL AFFAIRS DOCUMENT DESTRUCTION
(a) In January, of each year, the Administrative Section shall prepare a Request for Destruction of Records consistent with the City's Records Management Manual guidelines, listing by Internal Affairs case number, all investigation files subject to destruction.
(b) Prior to seeking this request the City's legal counsel for civil matters shall be contacted to determine if there are any pending legal actions that require preservation of a particular file or files.
(c) All Internal Affairs investigations more than five years old shall be destroyed. The exceptions will be those investigations involving the following allegations:
   1. Sexual misconduct
   2. Lies
   3. Officer involved shootings
   4. Theft or corruption
(d) These files will be maintained until any litigation has been adjudicated and the involved employee has separated from the Department, or at the Chief of Police's discretion.
(e) Following signature concurrence of the Chief of Police, Records Manager, City Clerk, City Attorney and others as required, an appropriate resolution shall be prepared and introduced, by the Records Manager, for the consideration of the City Council. Upon adoption of the resolution, the Chief of Police shall be authorized to destroy all specified files, including the investigation and disposition records contained therein, in accordance with the procedures enumerated in applicable law.
Restoration of Firearm Serial Numbers

808.1 PURPOSE AND SCOPE
The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines. This policy complies with Penal Code § 11108.9.

808.2 PROCEDURE
In cases deemed appropriate, the investigator/officer receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence.

808.3 BULLET AND CASING IDENTIFICATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

808.4 FIREARM TRACE
After the serial number has been restored (or partially restored) by the criminalistics laboratory, the property management personnel will complete a Bureau of Alcohol, Tobacco, and Firearms (ATF) NTC Obliterated Serial Number Trace Request Form (ATC 3312.1-OBL or electronically via: e-trace.com) and forward the form to the National Tracing Center in Falling Waters, West Virginia.

808.5 BULLET AND CASING IDENTIFICATION
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

808.6 REFERENCE
Records Maintenance and Release

810.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

810.2 POLICY
The Pasadena Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

810.3 CUSTODIAN OF RECORDS RESPONSIBILITIES
The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule including:
   1. Identifying the minimum length of time the Department must keep records.
   2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).

(g) Determining how the department's website may be used to post public records in accordance with Government Code § 6253.

(h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.

(i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the Department's website.
810.3.1 JUVENILE OFFENDER INFORMATION - CONFIDENTIALITY

(a) Except as specified in the Welfare and Institutions Code sections 827 and 828, the Juvenile Court has sole authority to authorize or deny the release of the identity of names and address of juvenile offenders and supersedes the Government Code Sections 6254 and 6260.

1. JUVENILE RECORDS - Process for Releasing Information:

(a) Welfare and Institutions code section 828 provides for disclosure to be made only to another law enforcement agency or to any person or agency which has a legitimate need for the information for purposes of official disposition of a case. The Records Administrator shall be held responsible for determining the legitimate need for the information and, when appropriate, shall disseminate same.

1. Following juvenile court policies, juvenile case information can be provided by Records Section personnel to community agencies and diversion resources involved in the rehabilitative process.

(b) As interpreted by the Los Angeles County Superior Court, Juvenile Court Division, official police report information will be released to concerned officials of the court to include probation officers, juvenile court judges, referees, hearing officers, the Department of Children Services, California Youth Authority, the minor who is the subject of the report, his/her parent or guardian, and the juvenile's attorney of record, the Department of Motor Vehicles, where the law requires the release of such information relative to the offense that has been sustained or where licensing is involved, and other persons as may be designated by a court order.

1. Where there are multiple juveniles named in a police report, the identity of only the individual juvenile will be disclosed, upon the request by that particular juvenile or his/her parents or guardian, or his/her attorney of record. Other juveniles' identities will not be disclosed without a court order.

2. Victims and parents of victims who wish to pursue civil action against juvenile subjects named in police reports will be directed to the Records Administrator.

810.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

810.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written or verbal request that reasonably describes each record sought and paying any associated fees that may be required (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

[Further details are not provided in the text.]
(a) The Department is not required to create records that do not exist.

(b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).

(c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.

1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).

2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.

(d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.


810.5 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS
This subdivision provides standards and criteria for the release of audio and video recordings that capture critical incidents, when requested by member of the public. Such recordings in the department's possession which captures critical incidents involving members of the Pasadena Police Department shall be provided within 45 calendar days after the date the Department knew or reasonably should have known about the incident, subject to extensions allowed by Government Code Section 6254(f)(4).

The release of video and/or audio may be accompanied by additional information in order to provide context based on the evidence available at the time of release.

810.5.1 DEFINITIONS
Government Code Section 6254(f)(4)(C) provides that a video or audio recording relates to a “critical incident” if it depicts an incident (a) involving the discharge of a firearm at a person by a peace officer or custodial officer; or (b) in which the use of force by a peace officer or custodial officer against a person resulted in death or in great bodily injury.

810.5.2 VIDEO SOURCES
The sources of video that may be released pursuant to this policy include, but are not limited to, body-worn camera video, digital in-car video, police facility surveillance video, and video captured by third parties that is in the department's possession.

810.5.3 NOTIFICATIONS
Reasonable attempts should be made to notify the following individuals or groups prior to the release of video or audio:

- Department employees depicted in the video, and their respective labor association(s);
- Suspect and/or parties involved in the incident, or where appropriate, next of kin, parents/legal guardians, and/or legal counsel; and
- District Attorney’s Office and City Attorney’s Office.

Providing these notifications, and the release of any video or audio, does not waive the right to exempt records from disclosure, as may be permitted by law.

810.6 RELEASE RESTRICTIONS
Examples of release restrictions include:

(a) Personal identifying information, including an individual’s photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Social Security numbers (Government Code § 6254.29).
(c) Personnel records, medical records, and similar records which would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).

1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order or if required by
   (a) Section 810.6 of this Policy (governing disclosures of video and audio of critical incidents); or
   (b) Penal Code Section 832.7(b) (governing disclosure of records pertaining to officer-involved shootings, uses of force causing resulting in death or great bodily injury, and sustained findings of dishonesty or sexual assault, as defined).

2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.

(d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.

2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).

(e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.

(f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 6254).

1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).
(g) Local criminal history information including but not limited to arrest history and
disposition, and fingerprints shall only be subject to release to those agencies and
individuals set forth in Penal Code § 13300.

1. All requests from criminal defendants and their authorized representatives
(including attorneys) shall be referred to the District Attorney, City Attorney, or
the courts pursuant to Penal Code § 1054.5.

(h) Certain types of reports involving but not limited to child abuse and molestation (Penal
Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633),
and juveniles (Welfare and Institutions Code § 827).

(i) Sealed autopsy and private medical information concerning a murdered child with
the exceptions that allow dissemination of those reports to law enforcement agents,
prosecutors, defendants, or civil litigants under state and federal discovery laws (Code
of Civil Procedure §130).

(j) Information contained in applications for licenses to carry firearms or other files that
indicates when or where the applicant is vulnerable or which contains medical or
psychological information (Government Code § 6254).

(k) Traffic collision reports (and related supplemental reports) shall be considered
confidential and subject to release only to the California Highway Patrol, Department
of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and
their authorized representatives set forth in Vehicle Code § 20012.

(l) Any record created exclusively in anticipation of potential litigation involving this
department (Government Code § 6254).

(m) Any memorandum from legal counsel until the pending litigation has been adjudicated
or otherwise settled (Government Code § 6254.25).

(n) Records relating to the security of the department’s electronic technology systems
(Government Code § 6254.19).

(o) A record of a civilian complaint, or the investigations, findings, or dispositions of that
complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5,
or if the complaint is unfounded (Penal Code § 832.7 (b)(8)).

(p) Any other record not addressed in this policy shall not be subject to release where
such record is exempt or prohibited from disclosure pursuant to state or federal
law, including but not limited to provisions of the Evidence Code relating to privilege
(Government Code § 6254).

(q) Information connected with juvenile court proceedings or the detention or custody of
a juvenile. Federal officials may be required to obtain a court order to obtain certain
juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions
Code § 831).

810.7 SUBPOENAS AND DISCOVERY REQUESTS
Any member who receives a subpoena duces tecum or discovery request for records should
promptly contact a supervisor and the Custodian of Records for review and processing. While a
subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

**810.8 RELEASED RECORDS TO BE MARKED**

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

**810.9 SEALED RECORD ORDERS**

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Administrator shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

**810.10 SECURITY BREACHES**

The Administrator shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual’s first name or first initial and last name in combination with any one or more of the following:

- Social Security number
Records Maintenance and Release

- Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
- Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology
- Unique biometric data

810.10.1 FORM OF NOTICE

(a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:

1. The date of the notice.
2. Name and contact information for the Pasadena Police Department.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.
4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.
6. A general description of the security breach.
7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.

(b) The notice may also include information about what the Pasadena Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).

(c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):

1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online
account with the Department in addition to any other online accounts for which
the person uses the same username or email address and password or security
question and answer.

2. When the breach involves an email address that was furnished by the Pasadena
Police Department, notification of the breach should not be sent to that email
address but should instead be made by another appropriate medium as
prescribed by Civil Code § 1798.29.

810.10.2 MANNER OF NOTICE
(a) Notice may be provided by one of the following methods (Civil Code § 1798.29):
   1. Written notice.
   2. Electronic notice if the notice provided is consistent with the provisions regarding
   3. Substitute notice if the cost of providing notice would exceed $250,000, the
      number of individuals exceeds 500,000 or the Department does not have
      sufficient contact information. Substitute notice shall consist of all of the
      following:
         (a) Email notice when the Department has an email address for the subject
             person.
         (b) Conspicuous posting of the notice on the department’s webpage for a
             minimum of 30 days.
   4. Notification to major statewide media and the California Information Security
      Office within the California Department of Technology.

(b) If a single breach requires the Department to notify more than 500 California residents,
the Department shall electronically submit a sample copy of the notification, excluding
any personally identifiable information, to the Attorney General.

810.11 REFERENCE

POLICY MODIFIED 3/18
Protected Information

812.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Pasadena Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

812.1.1 DEFINITIONS
Definitions related to this policy include:

**Protected information** - Any information or data that is collected, stored or accessed by members of the Pasadena Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

**Criminal Offender Record Information** (CORI) - shall include CII manual/automated rap sheets and abstracts, CII crime summaries, CII criminal history transcripts, FBI rap sheets, and any PPD documents containing a list of prior arrests.

**Right to Know** - Persons or agencies authorized by court order, statute, or decisional case law to receive the information.

**Need to Know** - A necessity to obtain CORI in order to execute official responsibilities

812.2 POLICY
Members of the Pasadena Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

812.3 RESPONSIBILITIES
The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.
Protected Information

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

812.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Pasadena Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

812.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

812.4.2 RELEASE OF CORI

Only the persons listed below are authorized to release CORI. Each authorized person releasing CORI is responsible to ensure that each request granted appears legitimate and that the requester is an authorized recipient with a right and need to know.

(a) Records Administrator (Criminal Records Security Officer)

(b) Full-time employees of the Records Section

812.4.3 RELEASE OF CORI TO FIELD PERSONNEL

Personnel shall not have access to CORI until a background investigation has been completed and approved.

CORI shall not generally be transmitted by radio, cellular phone, or through computer terminals to field personnel or vehicles except in cases where circumstances reasonably indicate that the immediate safety of the officer or the public are at significant risk. Examples of situations where the transmission of summary criminal history information would be justified include a hostage
situation or an armed suspect however a routine investigation or traffic enforcement stop would not be sufficient justification.

Nothing in this procedure is intended to prohibit broadcasting warrant information concerning wanted persons.

812.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Administrator for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

812.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

812.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

812.6.1 MEMBER RESPONSIBILITIES
Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

812.7 TRAINING
All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

812.7.1 COMPUTER TERMINAL SECURITY

(a) Requirements:

1. Automated systems handling CORI and the information derived therefrom shall be secure from unauthorized access, alteration, deletion, or release. The computer system and terminals shall be located in secure premises. Non-criminal justice agencies shall not receive CORI directly from an automated criminal justice system.

2. Record checks shall be conducted on all personnel who have access to the computer system, its terminals, or the stored CORI. These checks must be made by submission of print cards or via Live Scan transmission. It is unlawful to conduct a computerized CORI inquiry by name and DOB for applicants.

3. Each authorized agency shall keep a record of each release of CORI. The record shall be retained and available for inspection by the California Department of Justice for a period of not less than three years from the date of release. The record shall contain the date of release, the requesting terminal identifier or agency (and name of requesting person, if possible), the receiving terminal identifier or agency (and name of receiving person, if possible), information given and how the information was transmitted.

4. CORI shall only be reproduced by Records Section personnel under the supervision of the Records Administrator, and within the physical facilities of the department.
5. All personnel authorized to release CORI shall participate in a California Department of Justice approved training program.

(b) File Security

1. All CORI shall be stored in a secure area and access to these files will be restricted to authorized personnel.

(c) Destruction of CORI

1. The Records Administrator shall be responsible for adhering to city and state regulations covering the destruction of CORI.
   (a) When CORI is destroyed, the destruction shall be carried out to the extent that the identity of the subject can no longer be reasonably ascertained. When CORI is destroyed outside the department, a person designated by the department shall witness the destruction.
   (b) Prior to release or reassignment of any electronic storage media containing CORI to any non-criminal justice purpose, the CORI shall be completely erased from the media.
   (c) Printouts of CORI obtained through system development, test or maintenance shall be destroyed at the completion of the function or purpose for which the printout was obtained.
   (d) Printouts of CORI obtained for licensing or certification purposes shall be destroyed once a decision is made to license or certify the subject of record. Printouts that may be subject to future litigation may be retained in a secure location with approval from the Records Administrator.
   (e) Printouts of CORI obtained for Police Department employment or volunteer purposes shall be maintained and secured within the subject's background file.

(d) Computer terminal equipment capable of providing access to automated criminal offender record information is located in various areas of the department, i.e., Records Section, Communications Section and in the Detective Section to preclude access by unauthorized persons.

(e) No employee shall be authorized to operate computer terminal equipment with access to CORI until the operator has completed the appropriate training.

812.7.2 DESTRUCTION OF CORI

When any document providing CORI has served the purpose for which it was obtained, it shall be destroyed by shredding.

Each employee shall be responsible for destroying the CORI documents they receive.
812.7.3 CUSTODIAN OF CRIMINAL RECORDS
The Records Administrator, unless otherwise directed by the Executive Administrator of the Strategic Services Division, shall be the Department’s official Custodian of Criminal Records. The Custodian of Criminal Records shall be responsible for the security, storage, dissemination and destruction of criminal records, and will serve as a primary contact for the California Department of Justice for any related issues. The Executive Administrator of the Strategic Services Division may appoint other department employees to the role of Custodian of Criminal Records, who will share the same responsibilities regarding criminal records.

Administrative Services will ensure that he/she makes the appropriate applications and notifications to the California Department of Justice regarding the Department’s Custodian of Criminal Record appointments, per the requirements of Penal Code § 11102.2.

This subsection is not intended to interfere with any other employee acting as a custodian of records for other statutory purposes but is narrowly tailored to address issues of criminal history records.

812.8 CALIFORNIA RELIGIOUS FREEDOM ACT
Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

812.9 REFERENCE
See Records section manual 3.27
Critical Incident Video Release Policy

813.1 PURPOSE AND SCOPE
The purpose of this policy is to provide standards and criteria for the public release of video recordings that capture critical incidents involving members of the Pasadena Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy. There are considerations, such as preserving the integrity of related investigations, that may require a delay or deviation from the standard procedure, and these considerations are detailed in this policy. In recognizing that a video may not tell the whole story, the Pasadena Police Department will also provide the necessary context when releasing video so the public has the most accurate picture of what occurred based on the information known at the time of release.

813.2 POLICY
It is the policy of the Pasadena Police Department that video evidence in the department’s possession which captures critical incidents involving Pasadena Police Department personnel be released to the public within 45 days of the incident.

813.3 DEFINITIONS
Critical incidents - are those instances in which police personnel have utilized lethal force and/or a person has died or suffered great bodily injury as a result of a police encounter or while in police custody. The following are examples of critical incidents:

- Officer-involved shootings, regardless of whether a person was hit by gunfire;
- A use of force resulting in death or great bodily injury requiring hospitalization;
- All deaths while an arrestee/detainee is in the custodial care of the Department unless there is no preliminary evidence of any of the following: misconduct, a use of force, or an act committed by an arrestee/detainee that appears intended to cause injury or death; or
- Any other police encounter where the Chief of Police determines release of video is in the public interest.

813.4 VIDEO RELEASE
The video release shall consist of relevant video imagery that depicts the actions and events leading up to and including the critical incident. Relevant video imagery is video and accompanying audio footage that is typically considered by the Chief of Police and criminal prosecutors to determine the propriety of the Pasadena Police Department member’s conduct during the critical incident. The release of video shall be accompanied by additional information in order to provide context based on the evidence available at the time of release. The release of video will only apply...
Critical Incident Video Release Policy

to those incidents occurring after the effective date of this policy. All efforts will be made to release the information to the community in the affected area of the critical incident.

The release of any specific video imagery does not waive the Pasadena Police Department's right to withhold other video imagery or investigative materials in the same case or any other case, as permitted by law. This policy is not intended to displace or supersede any legal right or remedy available to any person or entity, and it is also not intended to prevent or hinder compliance by the department with respect to any legal disclosure requirements, including but not limited to, any court order or disclosure provisions of the California Public Records Act.

813.4.1 VIDEO SOURCES
The sources of video that may be released pursuant to this policy include, but are not limited to, body-worn camera video, digital in-car video, police facility surveillance video, and video captured by third parties that is in the department's possession.

813.4.2 PRIVACY PROTECTIONS
Video will not be released where prohibited by law or court order. Further, consistent with the protections afforded juveniles and the victims of certain crimes, video imagery shall be redacted or edited to the extent necessary to ensure that the identity of said individual(s) is protected. Where the video cannot be sufficiently redacted or edited to protect the person's identity, it will be withheld. In addition, video may also be redacted or edited to protect the privacy interests of other individuals who appear in the video. Redaction or editing may also, at times, be required to protect the privacy interests and/or personnel protections of police personnel involved in these incidents. In each instance, such redaction may include removing sound or blurring of faces and other images that would specifically identify involved individuals, sensitive locations, or reveal legally protected information. Further, where possible, such redaction or editing shall not compromise the depiction of what occurred during the incident.

813.4.3 DELAYED RELEASE

There may be circumstances under which the release of video must be delayed for a number of reasons including but not limited to the protection of one or more of the following:

- Safety of the involved individuals, including police personnel, witnesses, bystanders, or other third parties
- Integrity of an active investigation (criminal or administrative)
- Confidential sources or investigative techniques
- Constitutional rights of an accused

The decision regarding the delay of the release of video associated with the critical incident shall be made solely by the Chief of Police. The basis for the delay should not be of a general nature and instead should have a factual basis specific to that incident. The video imagery shall be released when the reason for the delay has been resolved.
813.4.4 NOTIFICATIONS
Reasonable attempts should be made to notify the following individuals or entities forty-eight hours prior to the release of video imagery:

- Police Personnel depicted in the video and/or significantly involved in the use of force
- Subject upon whom force was used
  - If the subject is deceased, the next of kin will be notified.
  - If the subject is a juvenile, the subject's parents or legal guardian will be notified.
  - If the subject is represented by legal counsel, that representative will be notified.
- District Attorney’s Office and City Attorney’s Office
- The labor association(s) of the police personnel depicted in the video
- Other individuals or entities connected to the incident as deemed appropriate.

813.4.5 POSTING
All released video shall remain posted on the Department’s website for twelve months.
Computers and Digital Evidence

814.1 PURPOSE AND SCOPE
This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

814.2 SEIZING COMPUTERS AND RELATED EVIDENCE
(a) Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through improper handling.

1. In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture or if they contain evidentiary value like printers that have hard drives built in. See 814.2p.

814.2.1 BUSINESS OR NETWORKED COMPUTERS
If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

814.2.2 FORENSIC EXAMINATION OF COMPUTERS
Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation, request the Technology Crimes Unit to copy the contents to an appropriate form of storage media.

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.
(e) Use containers to protect the media, or other protective packaging, to prevent damage.

814.3 SEIZING DIGITAL STORAGE MEDIA
Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images. See 814.2.1p.

814.4 SEIZING PCDS
The guidelines for the submission of seized digital media used by cameras or other recorders are found in 814.4p.

814.4.1 DOWNLOADING OF DIGITAL FILES
Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

(a) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

(b) Files should not be opened or reviewed prior to downloading and storage.

814.4.2 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in a corresponding ADD report.

814.5 DIGITAL EVIDENCE RECORDED BY OFFICERS
Refer to PPD Procedure Manual Section 814p for specific procedures on the seizure of electronic equipment.
Awards Program

815.1 PURPOSE AND SCOPE
This policy establishes a system for the acceptance of awards and commendations by employees of the Pasadena Police Department.

815.1.1 POLICY
It is the policy of the Pasadena Police Department to publicly recognize and reward extraordinary, exceptionally meritorious, or conspicuously outstanding acts of valor and other acts or services which are above and beyond that normally expected. The Pasadena Police Department will officially recognize private persons or city employees who perform meritorious acts in aiding or attempting to aid fellow citizens or other members of the department.

815.2 HONOR AWARDS BOARD COMPOSITION
An Honors Board shall be established and consist of not more than seven (7) voting members from within the police department and the community. A Police Lieutenant will chair the Board, which is comprised of the following:

(a) The Community Services Section Lieutenant.
(b) A Community Services Sergeant (advisory capacity only).
(c) A Police Officer or Corporal from the Patrol Division who has been a past award recipient.
(d) A Police Officer or Corporal from the Criminal Investigations Division who has been a past award recipient.
(e) Any member from the Special Operations Division who has been a past award recipient.
(f) Any Citizen Police Academy Graduate who is a past award recipient, if possible.
(g) In the event that a representative from any of the above categories cannot be identified, any past award recipient, regardless of classification, may be substituted upon the approval of the Chief of Police. All terms will be for two (2) years. If a transfer occurs, a replacement will be recommended by the Board to the Chief of Police.

815.3 COMMENDATION FOR DEPARTMENT PERSONNEL
(a) Any member of this department may recommend qualified personnel for an award via the 'Awards Nomination form' developed for this purpose. The Awards Nomination form can be located in Manny under the Forms file. Acts of meritorious service by members of this department shall be supported either by written statements from eyewitnesses to the incident or documentation by official police report. The recommendation must include, in detail, the circumstances and actions surrounding
the act and shall be submitted directly to the Honors Board Chairperson. All department personnel are encouraged to submit recommendations.

(b) The presentation of all awards to individual employees of the police department shall be determined by the Honors Board and approved by the Chief of Police. Nominations for awards are to be directed to the Honors Board Chairperson. All police department personnel are eligible for nomination, however, a number of factors should be considered when recommending a nominee for an award. In addition, basic criteria include actions, which were above and beyond the regular position responsibilities for which the person has been compensated, have a measurable impact, are independently verifiable and demonstrate a community policing philosophy.

815.3.1 CLASSIFICATION OF AWARDS
The classification of awards shall include one of the following areas:

(a) Medal of Valor (Gold)
   1. Awarded to any Police Department employee for an act of extraordinary heroism above and beyond the call of duty, and performed while acting as a member of the Department. The action must be discharged in a manner reflecting favorably upon the police service, the individual, the Police Department, and the City.

(b) Line of Duty Medal (Gold)
   1. Awarded to any member of the Department who, through no fault of their own, sustain serious or career debilitating injuries during the performance of job-related functions such as a violent encounter with a criminal element, a rescue operation, a hazardous materials exposure, a riot, certain traffic or other related accidents.

(c) Medal of Courage (Silver)
   1. Awarded to any Police Department employee for an act of heroism above and beyond the call of duty, and performed while acting as a member of the Department. The act must be directly responsible for the apprehension of a dangerous criminal.

(d) Life-Saving Medal (Bronze)
   1. Awarded to any Police Department employee for an act, which directly results in the saving of another person's life; the act must be exemplary in nature and reflect the true spirit of police service.

(e) Medal of Merit (Bronze)
   1. Awarded to any member of the Department for distinguished and outstanding service of an exemplary nature.

(f) Departmental Commendation - A certificate presented for outstanding performance of duty. Once the Chief of Police has determined that an award nomination will be
given a departmental or divisional commendation, the Community Services Section shall forward a summary of the nomination along with a copy of the nomination to the employee’s division commander, to be typed on an official commendation and presented at an occasion to be determined (i.e. “team briefing, Crimenet, special ceremony, etc.).

(g) Pasadena Service Bar- A certificate and uniform bar of participation presented to employees who were involved in singular, high profile events. Every employee who was in any way involved in such an event may receive a bar along with a certificate of participation in their personnel file. The Honors Committee shall make recommendations to the Chief as to which events may qualify.

(h) Divisional Commendation- A letter of commendation presented for outstanding performance of duty.

(i) Service Awards- In addition, employees will be recognized for continuing service to the Department at the twenty-five year and thirty year milestones.

(j) Medal Devices- In the event that an employee has received two or more of the same medal, a single gold star, centered on the original medal and bar will represent the additional awards.

815.4 COMMENDATION FOR CITIZENS
A Police Department employee having knowledge of a private citizen or City employee who has performed an outstanding act or deed worthy of consideration for the Certificate of Community Service shall complete and submit the Awards Nomination Form to the Honors Board. Upon approval, the Chief will initiate the following:

(a) A letter of thanks to the individual
(b) Invite the citizen to the Awards Ceremony
(c) An appropriate certificate to be given at the Awards Ceremony

Jim Stivers Award For Lifetime Community Service- Presented to individuals who have demonstrated enduring service to the community, especially in matters dedicated to advancing public safety, and whose career exemplifies the Pasadena Police Department's highest standards of excellence, innovation and integrity.

815.5 SELECTION PROCESS
The system established for the review and processing of awards and commendations will be as follows:

(a) The Community Services Section Lieutenant shall gather the names of individuals who are to be considered for awards by the Honors Board. Appropriate documentation attesting to the incident or circumstances will accompany the names of the nominated individuals. Community Services Staff shall present the packages consisting of names
and documentation to the convened Honors Board. The Honors Board shall be provided sufficient copies of each nominee for review at the next meeting.

(b) A notice of a meeting will be distributed by the Honors Board Chairperson prior to the meeting to notify members of the meeting and its location. The Board will review the proposed awards and make recommendations to the Chief of Police.

(c) The Chairperson will convene the Board periodically to maintain a current list of recommendations for the Gold Medal of Valor Award, Silver Medal of Courage Award, Bronze Medal of Merit Award, and Civilian Community Service Awards. The Honors Board Chairperson shall maintain a standing list of eligible candidates for future awards consideration.

(d) Voting on a nominee shall be by simple majority. Each Board member shall have a single vote. Five members of the Board must be present to make a recommendation to the Chief of Police for final approval. If insufficient members are present to make a recommendation, award recommendations will be carried over to the next scheduled Board meeting. If a tie vote exists, the Honors Board Chairperson will vote as a tie-breaker. All voting and discussions by the board shall remain confidential.

(e) Recommendations from department members will be submitted to the Community Services Lieutenant. If the recommendation is based on general employee performance over a period of time, rather than a specific incident, it will also be forwarded to the Honors Board, via Community Services, for review.

(f) In the event the nominee is the Honors Board Chairperson (Lieutenant), that person will step out of the room during the Board's discussion and subsequent voting for that recommendation.

### 815.6 AWARDS FROM COMMUNITY ORGANIZATIONS

Occasionally, numerous awards are available through various community organizations to department personnel. Recipients of these awards may be selected from nominations for other departmental awards, recommendations of departmental employees, citizen commendations, and other appropriate sources. Written commendations from outside the department will be reviewed by the Honors Board and a copy forwarded to the employee.

The Pasadena Police Department is cognizant of the importance of its membership receiving recognition. The department will consider requests from all recognized civic organizations that wish to award named individual members of the Pasadena Police Department. Each request will be reviewed on an individual basis. If there is any representation of the police department as a condition of the award, there will be strict adherence to the established guidelines as set forth in this policy.
815.7 PRESENTATION OF AWARDS

(a) The award period to be covered by the annual awards presentation will be from April 1 of the previous year through the last day of March of the year during which the awards will be presented.

(b) If final approval for the award takes place at any time prior to sixty days of the Police-Citizen Awards Luncheon, the recipient will be awarded the medal at his/her section level by the Chief and will be authorized to display said medal immediately on his/her uniform.

(c) Announcement of the award will still take place at the next Police-Citizen-Awards Luncheon. If final approval takes place within sixty days of the Police-Citizen-Awards Luncheon, the recipient will receive his/her uniform medal at that time. If awarded at the luncheon, the Gold Medal of Valor, Silver Medal of Courage, Bronze Medal of Merit, Blue Diamond and Chief’s Special Awards, will be presented by the Chief of Police.

(d) Divisional awards will be presented by the Division Commander or his/her designee at briefings or other convenient occasions. Civic and community organizations will present awards corresponding to annual program requirements.

815.8 DISPLAY OF MEDALS

Any awarded uniform bar will be worn above the left breast pocket and centered below the employee's badge. Once a PPD uniform bar is awarded to an employee, it becomes a part of his/her official uniform and the display of said bar is optional. In the event that a new employee (lateral transfer) has been the recipient of a uniform bar awarded from his/her previous agency, the bar(s) may also be displayed on the PPD uniform, in a subordinate position to any PPD bars.

NOTE: Veterans of the Armed Forces of the United States may wear their service ribbons on Veteran's Day and Memorial Day, and only if those employees are in uniform. These ribbons shall be worn centered over the left pocket flap, under the employee's badge.
Chapter 9 - Custody
Custodial Searches

902.1 PURPOSE AND SCOPE
This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Pasadena Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS
Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY
All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 PAT DOWN SEARCHES
When any officer has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the officer reasonably believes that the individual may present a threat to officer safety, that officer may conduct a normal pat-down search of that individual.

Prior to detaining any individual in any police vehicle, an officer should conduct a normal pat-down search of that individual.

Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is
recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

902.4 BOOKING SEARCHES
(a) Absent emergency circumstances in which no reasonable alternative exists, no person arrested for a misdemeanor or infraction not involving weapons, controlled substance or violence may be placed in the general jail population, unless all of the following conditions exist:
1. The person is not cited and released
2. The person is not released on his or her own recognizance
3. The person is not able to post bail within a reasonable time not less than three hours
(b) Any person taken into custody may be subjected to pat-down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

902.5 STRIP SEARCHES
No individual in temporary custody at any Pasadena Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:
(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
(d) The individual’s actions or demeanor.
(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual’s genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).
902.5.1 STRIP SEARCH PROCEDURES
Strip searches at Pasadena Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:
   1. The facts that led to the decision to perform a strip search.
   2. The reasons less intrusive methods of searching were not used or were insufficient.
   3. The written authorization for the search, obtained from the Watch Commander.
   4. The name of the individual who was searched.
   5. The name and sex of the members who conducted the search.
   6. The name, sex and role of any person present during the search.
   7. The time and date of the search.
   8. The place at which the search was conducted.
   9. A list of the items, if any, that were recovered.
   10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.
(h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.

(i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual’s authorized representative. A record of the time, date, place of the search, the name and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual’s authorized representative.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES
A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH
Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.

(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
Custodial Searches

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual’s authorized representative.

902.7 TRAINING
The Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.
(b) Conducting searches of transgender and intersex individuals.
(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

902.8 BODY SCANNER SEARCH
If a body scanner is available, a body scan search should be performed on all inmates/arrestees upon entering the secure booking area of the facility. Members (Penal Code § 4030):

(a) Within sight of the visual display of a body scanner that is depicting the body during a scan shall be of the same sex as the person being scanned, except for physicians or licensed medical personnel.
(b) Should ask female inmates if they are pregnant prior to a body scan and should not knowingly use a body scanner on a woman who is pregnant.
Miranda Rights

903.1 PURPOSE AND SCOPE
The policy of the Pasadena Police Department is to advise all suspects of their Miranda rights in accordance with Supreme Court decisions, when they are placed in a custodial setting and are going to be asked specific questions regarding the incident.

903.2 REQUIREMENTS

(a) Any suspect who is arrested, and is 18 years of age or older, that is warned of their rights, a waiver may be solicited and the suspect interviewed. Questioning and warning of rights should be deferred when the arresting officer is unfamiliar with the case. Examples: Warrant arrests, or arrests made pursuant to instructions. If a suspect is given their rights and a waiver obtained, he should be interrogated immediately.

(b) Juveniles (under 18 years of age) must be advised of their rights prior to being released from custody whether or not the juvenile is questioned. If there is no intent to question a juvenile fifteen years old or younger, a waiver should not be pursued at the end of the advisement. (i.e. Do not include the question, “Having these rights in mind, do you wish to waive your rights and answer my questions?”)
When questioning is intended, and the Juvenile is fifteen years old or younger, a consultation with legal counsel shall be arranged via telephone, video conference, or in person, prior to custodial interview or interrogation (Welfare and Institutions Code § 625.6).

(c) A suspect, after being warned of his rights, may knowingly and intelligently waive these rights and agree to answer questions or make a statement. An officer is required to determine that the suspect understands his/her rights and that an express or implied waiver is made before interrogation begins. If the suspect is 15 years of age, or younger, legal counsel shall be arranged prior to obtaining the waiver. At any time during the interrogation, the suspect may rescind his waiver. Any subsequent questioning should be done only if the suspect is willing to make further statements and those statements are not coerced. In all cases, however, any officer hearing a volunteered statement made by a suspect in a conversation initiated by the suspect, shall include such statements in any subsequent report.

(d) If a continuous questioning period follows the rights admonition, it will not be necessary to repeat the Miranda rights to the suspect. However, the suspect must be re-advised of his rights if there is a substantial time lapse between questioning periods.

(e) Statements indicating that the officer has complied with the foregoing, that the suspect appeared to be in a condition to understand and did, in fact, understand the rights given, and subsequently waived or refused to waive his or her rights, must be included in any resulting report. In lieu of copying the entire rights language in the report, officers may include the following: "Suspect was advised of his/her Miranda rights in accordance with the orally issued admonition. This should be followed by: "The suspect waived (or refused to waive) his/her right." If the suspect waived (or refused to waive)
his or her rights, the words uttered to waive his or her rights should be included in the report.

POLICY MODIFIED 4/18
Prison Rape Elimination

904.1 PURPOSE AND SCOPE
This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect, and respond to sexual abuse, harassment, and retaliation against detainees or prisoners in the Pasadena Police Department Temporary Holding Facilities (28 CFR 115.111; 15 CCR 1029).

904.1.1 DEFINITIONS
Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the detainee does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse (28 CFR 115.6; 15 CCR 1006):

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a staff member, contractor, or volunteer as follows, with or without consent of the detainee, prisoner, or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
Prison Rape Elimination

- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of his/her uncovered genitalia, buttocks, or breast in the presence of a detainee, prisoner, or resident
- Voyeurism by a staff member, contractor, or volunteer

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one detainee, prisoner, or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a detainee, prisoner, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6; 15 CCR 1006).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

904.2 POLICY
The Pasadena Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Pasadena Police Department will take immediate action to protect detainees and prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162; 15 CCR 1029).

904.3 PREA COORDINATOR
The Chief of Police shall appoint an upper-level manager with sufficient time and authority to develop, implement, and oversee department efforts to comply with PREA standards in the Pasadena Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator’s responsibilities shall include:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of detainees or prisoners includes the requirement to adopt and comply with applicable PREA standards and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect detainees and prisoners from sexual abuse (28 CFR 115.113; 15 CCR 1029). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for staff to privately report sexual abuse and sexual harassment of detainees and prisoners (28 CFR 115.151).
(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and department leadership to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice’s (DOJ) Office on Violence Against Women publication, “A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents” or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to permit, to the extent available, detainee and prisoner access to victim advocacy services if the detainee or prisoner is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that detainees and prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect, and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing, or vision disabilities) (28 CFR 115.116).

1. The agency shall not rely on other detainees or prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the detainee’s or prisoner’s safety, the performance of first-response duties under this policy, or the investigation of a prisoner’s allegations of sexual abuse, harassment, or retaliation.

(h) Publishing on the department’s website:

1. Information on how to report sexual abuse and sexual harassment on behalf of a detainee or prisoner (28 CFR 115.154).

2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).
(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency’s direct control (28 CFR 115.187; 34 USC § 30303; 15 CCR 1041).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house detainees or prisoners overnight (28 CFR 115.193).

(k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

(l) Ensuring that information for uninvolved inmates, family, community members, and other interested third parties to report sexual abuse or sexual harassment is publicly posted at the facility (15 CCR 1029).

904.4 REPORTING SEXUAL ABUSE, HARASSMENT, AND RETALIATION
Detainees or prisoners may make reports to any staff member verbally, in writing, privately, or anonymously of any of the following (28 CFR 115.151; 15 CCR 1029):

- Sexual abuse
- Sexual harassment
- Retaliation by other detainees or prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all detainees and prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward detainee or prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the detainee or prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

904.4.1 MEMBER RESPONSIBILITIES
Department members shall accept reports from detainees, prisoners and third parties and shall promptly document all reports (28 CFR 115.151; 15 CCR 1029).

All members shall report immediately to the Watch Commander any knowledge, suspicion, or information regarding:
(a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.
(b) Retaliation against detainees or the member who reports any such incident.
(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

904.4.2 WATCH COMMANDER RESPONSIBILITIES
The Watch Commander shall report to the department’s designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a detainee or prisoner was sexually abused while confined at another facility, the Watch Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged detainee or prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner’s potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

904.5 INVESTIGATIONS
The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

904.5.1 FIRST RESPONDERS
The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):
(a) Separate the parties.
(b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.
(c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.
(d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

904.5.2 INVESTIGATOR RESPONSIBILITIES
Investigators shall (28 CFR 115.171):

(a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interview alleged victims, suspects and witnesses.

(c) Review any prior complaints and reports of sexual abuse involving the suspect.

(d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person’s status as a detainee or a member of the Pasadena Police Department.

(f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe a detainee or prisoner sexually abused another detainee or prisoner in the Temporary Holding Facility (28 CFR 115.178).

(h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

904.5.3 ADMINISTRATIVE INVESTIGATIONS
Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

904.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS
No detainee or prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Detainee or prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and
regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

904.5.5 CONCLUSIONS AND FINDINGS
All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member’s disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with detainees or prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with detainees or prisoners by a contractor or volunteer.

904.6 RETALIATION PROHIBITED
All detainees, prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for detainee or prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for detainees, prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of detainees, prisoners or members who have reported sexual abuse and of detainees or prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of detainees or prisoners, such monitoring shall also include periodic status checks.

904.7 REVIEWS AND AUDITS
Prison Rape Elimination

904.7.1 INCIDENT REVIEWS
An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

904.7.2 DATA REVIEWS
The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year’s data and corrective actions with those from prior years.

(e) An assessment of the Department’s progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be
redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Pasadena Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

904.8 RECORDS
The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

904.9 TRAINING
All employees, volunteers and contractors who may have contact with detainees or prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department’s zero-tolerance policy and the right of detainees and prisoners to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which detainees and prisoners are most vulnerable.
- The right of detainees, prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all detainees and prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of Miranda and Garrity warnings.
- Sexual abuse evidence collection in confinement settings.
Prison Rape Elimination

- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Sergeant shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with detainees or prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.
Detention for Investigation

905.1 PURPOSE AND SCOPE
It is the policy of this department to comply with Section 851.6 of the California Penal Code by issuing a Certificate of Release to any person who is arrested without a warrant and is released without being formally charged with a crime pursuant to Section 849 (b) (1) or (3) of the California Penal Code. The Certificate of Release shall describe the action as a detention only, and not an arrest.

905.2 REQUIREMENTS
If, during the course of an investigation, it becomes apparent that the person arrested should be released pursuant to Section 849 (b) (1) or (3) of the Penal Code, the officer responsible for the investigation, or his superior officer, shall:

(a) Obtain a Certificate of Release from the jailer and complete only that information required of the form.
1. The original copy shall be given to the person to be released;
2. A duplicate copy shall be attached to the Jail copy of the booking sheet; and
3. Another copy shall be forwarded to the Records Section for inclusion in the original case report.

(b) Make an appropriate entry on the front of the Jail copy of the booking sheet, indicating that the reason for release under 849 (b) was one of the following:
1. PC 849 (b) (1) - Insufficient admissible/ascertainable evidence or grounds for arrest.
2. PC 849 (b) (2) - Arrested for intoxication only. No further proceedings desirable.
3. PC 849 (b) (3) - Arrested for being under influence of controlled substance/drugs and arrestee delivered to hospital or treatment center. No further proceedings desirable.
4. Arrestee exonerated.
5. Complainant refused to prosecute.
6. Pending further investigation.
7. Released to another agency (name and location).
8. Other (specify)

(c) Thereafter, state in his/her report that a Certificate of Release was issued to the person released.
(d) If subject should be cited out or released pending further investigation, with an ordered appearance date in court, and it is later determined that a complaint will not be issued, the city prosecutor shall:

1. Notify the arresting officer that a complaint is not being issued. If the officer or his/her supervisor wishes to bring additional information to the city prosecutor for reconsideration, this must be done expeditiously.

2. Notify the subject that appearance in court will not be necessary as promised and/or ordered to do when released.

3. Notify the subject that the arrest is deemed a "detention only."

(e) The Certificate of Release (PPD #0702) will be completed by the City Prosecutor's Office staff and submitted to the Watch Commander, or the officer/corporal handling the case, for signature.
Booking/Inmate Alert System

909.1 PURPOSE AND SCOPE
Receiving and identifying critical information regarding persons taken into custody and subsequently processed or housed in our jail is extremely important. Assessing an inmate(s) is crucial to the safety of police personnel and other inmates.

909.1.1 CLASSIFICATION PROTOCOL
(a) To ensure that information is received, identified and passed on to Jail personnel a new Alert system is being implemented. The three-pronged system is as follows:

1. Use of UAlert via the West Covina Services Group booking system. This system allows for Communication, Jail, and Records personnel to enter information such as suicide attempts, assaults or violence against PPD personnel, gang affiliation, etc. on high risk persons.

(a) Arresting Officer(s): It is important to remember to run persons you come in contact with or are arresting via the NAME system and that you read the information entered in the system via UAlert which is identified with an asterisk (*) next to the person's name.

(b) Booking Officer: It is imperative to notify jail personnel of an inmate's physical and mental status as well as their behavior(s), specifically current violent or assaultive actions they may have done, as well as any use of force or application of chemicals used to affect the arrest. Additionally, this information needs to be documented on the pre-booking paperwork.

(c) Jail Personnel: It is crucial that you read the UAlert information of the person being booked via the NAME system, which is identified with an asterisk (*) next to the person's name, and notify a Supervisor of the same so that the Supervisor can assess the information and ensure that the proper alert card (See#3 below) can be placed outside the inmate housing door of that individual.

909.1.2 JAIL PERSONNEL
(a) UAlert information will not be accessible until the individual's identity has been confirmed via the UBook. In cases where the individual is uncooperative or combative booking will not have occurred. To mitigate this issue there are two steps that will assist in completing risk assessment in a timely manner.

1. Booking Officer: Shall provide Jail staff with as much information or documents that they have to help identify the individual.

2. Jail Staff: A "High Alert" notebook has been created which will be located at the booking counter at all times. It contains information of individuals that have
previously been identified as being assaultive or have created significant issues in the Jail on prior arrests and/or bookings. Additionally the notebook will contain prior booking slips, photos, and previous JAR's associated with the individual.

909.1.3 ALERT CARDS

(a) "Caution" (yellow) and "High Risk" (red) Assessment cards have been created by the Jail Section to help identify individuals that need specific handling. The yellow or red card will be placed outside the jail cell door displayed to anyone who approaches the cell of an individual that meets the criteria for the Caution or High Risk card. Once the inmate leaves custody, his/her card will become a permanent part of the inmates booking paperwork.

(b) Below are examples of what may be written on either card:

1. "Assaultive - Do not handle alone,"
2. "Use of force used to effect the arrest - use caution,"
3. "Prior history of suicide attempts."
Recruitment and Selection

1000.1 PURPOSE AND SCOPE
This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Pasadena Police Department and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY
In accordance with applicable federal, state, and local law, the Pasadena Police Department provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT
The Deputy Chief should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.
(b) Use of marketing strategies to target diverse applicant pools.
(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
(e) Employee referral and recruitment incentive programs.
(f) Consideration of shared or collaborative regional testing processes.

The Deputy Chief shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.
1000.4 SELECTION PROCESS
The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Lie detector test (when legally permissible) (Labor Code § 432.2)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4.1 VETERAN’S PREFERENCE
Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran’s preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1000.5 BACKGROUND INVESTIGATION
Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the Pasadena Police Department (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).
Recruitment and Selection

1000.5.1 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.2 STATE NOTICES
If information disclosed in a candidate’s criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.3 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file (11 CCR 1953).

1000.5.4 RECORDS RETENTION
The background report and all supporting documentation shall be maintained for a minimum of two years and in accordance with the established records retention schedule (Government Code § 12946; 11 CCR 1953).

1000.5.5 BACKGROUND INVESTIGATION UPDATE
A background investigation update may, at the discretion of the Chief of Police, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the Pasadena Police Department, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

1000.6 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
Recruitment and Selection

- Other relevant considerations

1000.7 EMPLOYMENT STANDARDS
All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS
Candidates shall meet the minimum standards established by POST (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

(a) Free of any felony convictions
(b) Citizen of the United States, or permanent resident alien eligible for and has applied for citizenship
(c) At least 18 years of age
(d) Fingerprinted for local, state and national fingerprint check
(e) Good moral character as determined by a thorough background investigation (11 CCR 1953)
(f) High school graduate, passed the GED or other high school equivalency test or obtained a two-year, four-year or advanced degree from an accredited or approved institution
(g) Free from any physical, emotional, or mental condition which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)
(h) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):
   1. Reading and writing ability assessment (11 CCR 1951)
   2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).
1000.7.2 STANDARDS FOR DISPATCHER
Candidates shall satisfy the POST selection requirements, including (11 CCR 1956):
   (a) A verbal, reasoning, memory, and perceptual abilities assessment (11 CCR 1957)
   (b) An oral communication assessment (11 CCR 1958)
   (c) A medical evaluation (11 CCR 1960)

1000.8 PROBATIONARY PERIODS
The Deputy Chief should coordinate with the Pasadena Department of Human Resources to identify positions subject to probationary periods and procedures for:
   (a) Appraising performance during probation.
   (b) Assessing the level of performance required to complete probation.
   (c) Extending probation.
   (d) Documenting successful or unsuccessful completion of probation.

1000.9 REFERENCE
See PPD Procedure Manual § 1000p for automatic disqualifiers.
Personal Welfare

1003.1 PURPOSE AND SCOPE
The Pasadena Police Department is aware that a variety of significant incidents/events may create difficulties for an employee's mental health and welfare. This policy has been developed to assist employees so that they may be able to perform their duties effectively. To ensure the personal welfare of each employee of the Pasadena Police Department, it shall be the policy of this department to provide professional services to employees in a variety of situations and circumstances. These services may be initiated by this department or the employee, whichever is most appropriate.

1003.2 REQUIREMENTS

(a) Members who become involved in certain specified incidents occurring within the scope of his/her duties shall participate in a debriefing session for the purpose of discussing the impact of that incident on the employee and the department as scheduled by supervision. The types of incidents included are:

1. Any intentional use of force discharge of a firearm.
2. Personal involvement in an accident resulting in serious injury or death.
3. Personal involvement in any potentially life-threatening situation of a magnitude likely to significantly impact the employee involved.
4. Other traumatic events determined by a supervisor that have induced a significant emotional reaction on the part of the employee.

(b) The section lieutenant/administrator of the employee so involved shall make appropriate notification to the Division Commander.

1. Upon notification the affected Division Commander shall either endorse or modify request for debrief sessions.
2. Based upon critical need a debriefing may be initiated at the discretion of the section administrator immediately following a critical incident.
3. As a result of the debriefing, should additional services be indicated, the persons designated to conduct the debriefing shall make the necessary referrals to those agencies available through the effected Division Commander in conjunction with the Administrative Services Lieutenant.

(c) Recommendations

1. Any information developed as a result of such a debriefing that indicates needed changes in policy and procedure or training shall be referred to the Administrative Services Lieutenant for review and implementation if indicated.
2. The Administrative Services Lieutenant shall act on all recommendations and take the appropriate actions.
(d) Confidentiality

1. Professional ethics and state regulations shall be adhered to as they relate to confidentiality. Nothing in this policy shall be construed to prohibit a member of this department from taking appropriate unilateral action to relieve an obviously hazardous situation.

1003.3 REFERENCE
See PPD Policy Manual section 207.
Personnel Transfer Policy

1005.1 PURPOSE AND SCOPE
The purpose of this Order is to establish departmental policy and procedure regarding the transfer and reassignment of personnel. For this policy, a transfer is defined as the movement of an employee from a position in one division to a position in the same classification in that same division or a different division.

Because of the variety of duties performed within the four divisions of the Police Department; individual aptitudes, work experience, and specific interests are all factors that will be taken into consideration in the overall selection policy. The best interests of the organization must be served, but the personal interests, needs, and abilities of the individual employee will also be weighed in each selection.

1005.2 TRANSFER PROTOCOL
The following will take place prior to any transfer:

(a) As the need arises, or when an employee times out of a rotational assignment the Division Commanders will indicate which sections have a need for applicants. The employee's preference(s) will be given consideration in the selection process but are not a guarantee of selection or appointment to a specific assignment. Upon the availability of an assignment, the Deputy Chief or his/her designee will request memorandums of interest via email.

(b) The effective date of a transfer is mutually agreed upon between the divisions involved. Typically assignment rotations will take place in the months of February and August with the exception of lieutenants, Commanders and Administrators which typically rotate in July.

(c) Employees are eligible for transfer as long as their performance is satisfactory in their current assignment and there are no disciplinary actions pending.

(d) An attempt will be made to accommodate individual shift assignment requests. However, the assignment of personnel is at the discretion of management.

1005.3 CATEGORIES OF TRANSFERS
The following are the types of transfers:

(a) Annual Patrol Shift Change - Under normal circumstances the Patrol Division shift change will occur in February of each year. Position rotation spreadsheet will list all specialized assignments and rotation periods. Each year the positions that are due to expire will be identified on this spreadsheet.

1. A chart of the rotation schedule is included with this policy. See attachment: Proposed Rotation Chart.pdf. The time lengths of Rotational Assignments are
set forth in schedule A-D. Schedule E positions are described as discretionary. These are usually long-term assignments due to special skill set requirements, however, operational needs will always take precedence in regards to Schedule E personnel movement, thus personnel serve in these assignments at the discretion of the Chief, who has the sole discretion to move personnel from one assignment to another as well as to reduce or increase the length of time personnel serve in any particular Schedule E assignment.

2. Once that decision is made, available positions are announced with a request that interested personnel apply. Employees will complete a memorandum of interest (as indicated in 1005.6) for positions they desire.

3. Division Commanders are provided those names of personnel who are interested in the openings that will be occurring within their affected division.

4. Whenever possible, personnel will not rotate from a non-enforcement assignment to another non-enforcement assignment without assignment to an enforcement position. Employees may reapply for a former assignment after a one-year assignment to a different position.

(b) Unscheduled Reassignment - Events such as retirements, promotions, etc., create unanticipated openings in special assignments throughout the year. In this event a notification to the entire department will be made announcing the vacancy.

1. Employees should submit a memo of interest, once the vacancy is announced.

2. Employees requesting special assignments should meet the criteria for the assignment contained in the applicable Section Manual. Division Commanders will review the memos of interest. Assignments will be made by the Division Commander.

(c) Management-initiated transfer - Although a memo of interest for change of assignment is the usual method, direct appointments by management are occasionally necessary. When such a need is deemed necessary, the commanders, and the chief will make such decisions in concert when necessitated by workload, reorganization or other business or personnel reasons. This will allow for the appointment of individuals who possess certain specialized experience, qualifications and/or technical skills. In such cases, position requests will not be solicited.

1. On some occasions, no memo of interest may have been received for specific jobs within a division. In such cases, it may be necessary to make a direct appointment and to solicit the cooperation of employees who may not have been interested originally.

(d) Reasonable Accommodation transfer - If an employee is or becomes permanently disabled as defined by the American with Disabilities Act, and unable to perform the duties of his/her job, the employee may be transferred to a different assignment which has duties that the employee can perform. A reasonable accommodation transfer is coordinated by the Human Resources Department. A reasonable accommodation transfer may take precedence over certification of candidates from the eligibility list.
1005.4 INTRA-DIVISIONAL CHANGE OF ASSIGNMENTS
Occasionally, changes of assignments may occur between sections within one division. Division commanders must have sufficient flexibility to deploy personnel allocated; therefore, the division commander may move his/her personnel within his/her own division to fill vacancies and to provide support for temporary periods of time.

When a vacancy within a division is filled by an employee from another section of that division, another vacancy is created. Thus, the selection process continues and applicants will be needed to fill whatever vacancy is created.

1005.5 MINIMUM QUALIFICATIONS
Each applicant must meet the transfer and training qualifications specified for the work unit or specialty assignment to which he/she wants to transfer.

(a) Sworn Personnel - Lateral transfers to the Pasadena Police Department will generally be required to serve twelve months in Patrol Division (patrol) before they are eligible for reassignment.

(b) Sworn and Civilian Personnel - Employees must be off of probation before being eligible for reassignment. The requirements may be waived if an employee has unique qualifications and the applicant is the best qualified for the position. If policy is exempted, documentation must be included which substantiates the employee's qualifications.

1005.6 MEMORANDUM OF INTEREST FOR CHANGE OF ASSIGNMENT REQUEST

(a) A Memorandum of interest for change of assignment (see below) may be submitted by all interested sworn employees (excluding probationers) and civilian employees. Any employees required to leave a rotational assignment can submit a request.

(b) Exemplar Memorandum of Interest:

PASADENA POLICE DEPARTMENT REQUEST FOR CHANGE OF ASSIGNMENT

NAME:
CITY #:
DATE OF RANK:
CURRENT ASSIGNMENT:
DATE ASSIGNED:
I hereby request consideration for assignment to:
QUALIFICATIONS- Please list training, education, on-the-job experience, etc., which makes you qualified for the position being requested. Relevant skills, previous work experience, or any other outside training.

Employee Signature _____________________________________________
Date__________________________

1005.7 ASSIGNMENT OF SHIFT AND WORKING HOURS
A change of assignment made due to the end of a rotation cycle, for the good of the department, or at the request of the employee, outside the scheduled rotations in February of each year, which results in an employee being reassigned to the Patrol Division will not initiate a new 'hours/days off' sign-up process. The employee will be allowed to choose his/her shift based on seniority upon signing up during the February shift change.

1005.8 REFERENCE
See Appendix: Chart of Rotational Positions.
Grievance Procedure

1006.1 PURPOSE AND SCOPE
It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department’s philosophy is to promote a free verbal communication between employees and supervisors.

1006.1.1 GRIEVANCE DEFINED
A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents by the person(s) affected:

- The employee bargaining agreement (Memorandum of Understanding)
- This Policy Manual
- City rules & regulations covering personnel practices or working conditions

Grievances may be brought by an individual affected employee or by a group representative.

Specifically outside the category of grievance are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity are subject to the complaint options set forth in Policy Manual § 328, and personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law set forth in Policy Manual §1020.

1006.2 PROCEDURE
Except as otherwise required under a collective bargaining agreement, if an employee believes that he or she has a grievance as defined above, then that employee shall observe the following procedure:

(a) Attempt to resolve the issue through informal discussion with immediate supervisor.

(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Division Commander of the affected division.

(c) If a successful resolution is not found with the Division Commander, the employee may request a meeting with the Chief of Police.

(d) If the employee and the Chief of Police are unable to arrive at a mutual solution, then the employee shall proceed as follows:
1. Submit in writing a written statement of the grievance and deliver one copy to the Chief of Police and another copy to the immediate supervisor and include the following information:
   (a) The basis for the grievance (i.e., what are the facts of the case?).
   (b) Allegation of the specific wrongful act and the harm done.
   (c) The specific policies, rules or regulations that were violated.
   (d) What remedy or goal is being sought by this grievance.
   (e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
   (f) The Chief of Police will receive the grievance in writing. The Chief of Police and the City Manager will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the City Manager is considered final.

1006.3 EMPLOYEE REPRESENTATION
Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

1006.4 GRIEVANCE RECORDS
At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administrative Services for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the City Manager’s office to monitor the grievance process.

1006.5 GRIEVANCE AUDITS
The Administrative Services Lieutenant shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Administrative Services Lieutenant shall record these findings in a confidential and generic memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Administrative Services Lieutenant should promptly notify the Chief of Police.
Bloodborne Pathogen Safety

1009.1 PURPOSE AND SCOPE

(a) The following policy and procedures were adapted from the California Occupational Safety and Health Administration (OSHA) standards and are meant to comply with Title 8 of the California Code of Regulations--Section 5193, in order to provide protection for the employees of the Pasadena Police Department. This policy shall be reviewed and updated annually or more often if necessary. Any questions, concerns, suggestions and/or comments regarding this policy should be addressed to the Training Unit and/or the City Safety Officer.

(b) Realizing that Police employees perform in an inherently unpredictable environment, this policy is designed to offer control measures that are simple and uniform across all situations for a greater likelihood of compliance and employee safety. The purpose of this plan is to eliminate (wherever possible) or minimize employee exposure to blood and/or other bodily fluids and to provide for prompt treatment should an exposure occur.

1009.2 EXPOSURE DETERMINATION

(a) In compliance with Cal OSHA, the following "Exposure Determination" protocol has been prepared. This exposure determination is required to list all job classifications in which employees may be subjected to occupational exposure to blood or other potentially infectious materials (OPIM).

(b) High Risk Employees- This category shall include the following:
   1. All sworn police personnel, including reserves (regardless of rank or assignment).
   2. All Police Specialists assigned to evidence collection.
   3. All custody personnel.

(c) Assigned Risk Employees-This category shall include but not be limited to the following:
   1. All Police Specialists assigned to Patrol Division.
   2. Police cadets assigned to book juvenile prisoners.
   3. All civilian police personnel assigned to work public reception areas.
   4. Property maintenance personnel when handling evidence.

(d) Task Analysis
   1. Law Enforcement employees are not at any risk of exposure solely because of their profession. However, certain tasks that are performed may put employees at an increased risk.
2. The following are examples of job tasks that may put employees at risk. The way these tasks are performed should be reviewed and modified, when appropriate, to reduce the risk of exposure to potentially infectious fluids or substances:

   (a) Searches:
      1. Body searches
      2. Crime scene searches
      3. Jail cell searches

3. Employees have potential risks of acquiring HBV or HIV infection through exposures, which occur during searches. Penetrating injuries are known to occur and puncture wounds or needle sticks, in particular, pose a hazard during searches of persons, vehicles and/or cells.

   (e) Altercations/Combative Arrests Employees are exposed to a wide range of assaultive and disruptive behavior through which they may become exposed to blood or OPIM. Behaviors of major concern are biting, hand to hand combat resulting in blood exposure, and attacks with sharp objects. Such behaviors may occur in a number of situations; including arrests, routine interrogations, domestic disputes and lockup operations.

   (f) First Aid
      1. Those employees assigned to field duty are, generally, first responders in situations where assistance is necessary. First Aid is administered, many times in uncontrolled environments where due to exigent circumstances and/or a lack of sufficient equipment, employees may become exposed to blood or OPIM.

   (g) Evidence Handling
      1. Employees may confront unusual hazards, especially when the crime scene involves violent behavior, such as a homicide where large amounts of blood are present. They may become exposed to blood or OPIM via an unintentional splash during the collection of evidence or the collection of contaminated sharp objects.

1009.3 METHODS OF COMPLIANCE

   (a) Universal Precautions
      1. Universal Precautions are to be utilized to prevent contact with blood or OPIM. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

   (b) Engineering and Work Practice Controls
      1. Engineering and Work Practice controls shall be used to eliminate and/or minimize employee exposure. Where occupational exposure remains after
in institution of these controls, Personal Protective Equipment (PPE) should also be utilized. These controls shall be evaluated on a regular schedule to ensure their effectiveness.

1009.4 CONTROL CATEGORIES

(a) Universal Precautions Kit

1. A kit containing personal protective equipment (PPE) and antiseptic cleanser or antiseptic wipes shall be maintained in each patrol vehicle, primary section office, and jail. PPE shall include but not be limited to the following:

(a) Gloves- Latex Gloves should be worn when it can be reasonably anticipated that the employee may have hand contact with blood, OPIM, mucous membranes and/or non-intact skin.

(b) Eye and Face Protection- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, should be worn whenever splashes, spray, splatter or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

(c) Gowns- Appropriate protective clothing should be worn in occupational exposure situations. The type and characteristics of the protective clothing will depend upon the task and degree of exposure anticipated.

(d) Antiseptic cleanser/towelettes-When provision for hand washing is not feasible, appropriate antiseptic hand cleanser and/or towelettes should be used. Additional supplies shall be maintained in Logistics and made available to employees whenever necessary. It is the responsibility of each employee who utilizes any of the PPE to replace them as soon as possible after their use.

2. One-Way Laerdal CPR Mask- In compliance with California Penal Code section 13518.1, the Pasadena Police Department has issued the Laerdal CPR masks to all employees who may be at risk of occupational exposure.

(a) A mixture of 1 part bleach to 10 parts water is recommended for the cleaning of the mask. The removable one-way valve is to be discarded and replaced after each use.

(b) Additional valves shall be maintained in Logistics and made available to employees whenever necessary.

(c) It is the responsibility of each employee to maintain his/her own CPR Mask.

3. Contaminated “Sharps” Discarding and Containment
Bloodborne Pathogen Safety

(a) Contaminated sharps shall be placed immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled with the biohazard symbol and the word BIOHAZARD on it.

(b) Containers to be transported shall be closed immediately and prior to removal or replacement to prevent spillage or protrusion of contents during such handling, storage, transport, or shipping.

4. Other Biohazard Waste Containment

(a) Biohazard waste containers shall be strategically placed and maintained in areas where they are easily accessible for the immediate storage of such waste for disposal. Each container shall be:

1. Closable;
2. Constructed to prevent leakage of fluids during handling, storage, transportation or shipping;
3. Labeled and color-coded in accordance with OSHA regulations.

(b) Disposal of all regulated (contaminated) waste shall be in accordance with applicable State and local regulations and shall be:

1. Labeled with the biohazard symbol and/or the word "BIOHAZARD" on it and attached in a manner to prevent unintentional removal of the label.
2. Transported to an authorized facility or service to collect and/or dispose of same; or
3. Transported to a designated Fire Station or Hospital. This will be largely dependent on the type, quantity and size of the materials to be disposed of.

5. Work Area Restrictions

(a) In specified work areas within the police facility where there is a reasonable likelihood of exposure to blood and/or OPIM, employees are not to eat, drink, apply cosmetics or handle contact lenses. These areas include, but are not limited to:

(a) All areas designated for the booking of prisoners
(b) The Intoximeter room
(c) The property/evidence area where "Biohazard" materials are to be stored.

6. Decontamination
(a) All work areas within the police facility shall be maintained in a clean and sanitary condition. All equipment and work surfaces shall be cleaned and decontaminated immediately or as soon as feasible after contact with blood or OPIM. The following materials are suggested for decontamination:

1. A solution of one part bleach and ten parts water mixed freshly prior to each use (solution is not effective after 24 hours).
2. A departmentally approved solution, which is proven to be effective against virus exposure.

7. Laundry Procedures

(a) The Pasadena Police Department does not generally supply laundry service to employees. However, whenever employees uniforms or plain clothes becomes saturated with blood or OPIM, the contaminated clothing is to be removed as soon as feasible and placed into a bag/container bearing the Biohazard label.

(b) The contaminated uniform/clothing should be handled as little as possible and with a minimum amount of agitation. Such laundry should be kept separate in order to avoid contamination of other public and/or family laundry. When contaminated laundry is taken to a public cleaners, it shall be the responsibility of the employee to notify the proprietors of that facility.

1009.5 INFORMATION AND TRAINING

(a) The Pasadena Police Department Training Unit shall ensure that all employees at risk of occupational exposure participates in a blood borne pathogen safety-training program provided at no cost to the employee. In addition to the initial training on blood borne pathogen safety, all employees at risk of occupational exposure must receive an annual refresher course on blood borne pathogen safety that covers all of the key areas. The training shall be conducted at the time of the employees initial assignment to tasks where occupational exposure may take place. The training shall contain the following elements:

1. An accessible copy of the regulatory text of this standard and an explanation of its contents;
2. A general explanation of the epidemiology and symptoms of blood borne diseases;
3. An explanation of the modes of transmission of blood borne pathogens;
4. An explanation of the Pasadena Police Department's exposure and control plan and the means by which the employee can obtain a copy of the written plan;
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5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

8. An explanation of the basis for selection of personal protective equipment;

9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;

12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

13. An explanation of the signs and labels and/or color coding required by subsection (g)(1); and

14. An opportunity for interactive questions and answers with the person conducting the training session.

1009.6 HEPATITIS B-GENERAL INFORMATION

(a) The City of Pasadena shall make available the Hepatitis B vaccine and vaccination (3 shot series) to all employees who may be at risk of an occupational exposure. Additionally, a post-exposure evaluation and follow-up shall be provided to all employees who have had an exposure incident.

1. The City shall ensure that all medical evaluations and procedures, as indicated above, including any necessary prophylaxis shall be:

   (a) Made available at no cost to the employee;

   (b) Made available to the employee at a reasonable time and place;

   (c) Performed by/under the supervision of a licensed physician or by/under the supervision of another licensed healthcare professional;
Bloodborne Pathogen Safety

(d) Provided according to current recommendations of the U.S. Public Health Service.

2. All tests and evaluations shall be conducted by an accredited laboratory at no cost to the employee.

(b) Vaccination

(a) Hepatitis B vaccinations shall be made available after the employee has received the training in occupational exposure (pursuant to Section VI) and within ten working days of initial assignment who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

(a) Participation in a prescreening program shall not be a prerequisite for receiving Hepatitis B vaccination.

(b) Employees who initially decline Hepatitis B vaccination shall have the option to later decide to accept the vaccination. The City of Pasadena shall then make such vaccination available at that time.

(c) Employees who decline the Hepatitis B vaccine shall sign a waiver indicating their refusal.

(d) Routine booster doses of Hepatitis B vaccine, should they be recommended by the U.S. Public Health Service at a future date, shall be made available to employees at no cost to the employee.

(c) Post-Exposure

1. It is the policy of the Pasadena Police Department that all occupational exposures shall be reported, investigated and documented immediately or as soon as practical after such exposure. Immediately or as soon as practical after being notified of an exposure incident, the notified Watch Commander shall designate a supervisor to make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

(a) Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred; Form #PPD8506

(b) Identification and documentation of the source individual, unless the supervisor can establish that identification is impractical or prohibited by state or local law;

(c) Testing or the source individual's blood as soon as practical and after consent is obtained in order to determine blood borne pathogen infectivity. If consent is not obtained, the supervisor shall establish that legally
required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. Testing of the source individual's status need not be repeated when the individual is already known to be infected with a bloodborne pathogen.

(d) Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

(e) Post-exposure prophylaxis, as recommended by the U.S. Public Health Service, which shall include, but not be limited to counseling and evaluation of reported illnesses.

(d) Collection and Testing of Blood

(a) The exposed employee's blood shall be collected as soon as practical and tested after consent is obtained.

(b) If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as practical.

(e) Healthcare Professional's Opinion

(a) The City of Pasadena shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

(a) The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination.

(b) The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following:

(a) That the employee has been informed of the results of the evaluation; and

(b) That the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

(c) Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.
1009.7 RECORD KEEPING

(a) Medical

1. It shall be the policy of the Pasadena Police Department to establish and maintain an accurate record for each employee with occupational exposure. This record shall include:

(a) The name and social security number of the employee;
(b) A copy of the employee's hepatitis B vaccination history and any medical records relative to the employee's ability to receive vaccination;
(c) A copy of all results of examinations, medical testing, and follow-up procedures;
(d) A copy of information provided to the healthcare professional which shall include:
   1. A copy of this policy
   2. A description of the exposed employee's duties as they relate to the exposure incident
   3. Documentation of the route(s) of exposure and circumstances under which exposure occurred
   4. Results of the source individual's blood testing, if available; and
   5. All medical records relevant to the appropriate treatment of the employee including vaccination status
(e) A confidential copy of the healthcare professional's written opinion.

(b) Training:

1. Training records shall include the following:

(a) Dates of the training sessions;
(b) The contents or a summary of the training sessions;
(c) The names and qualifications of the person(s) conducting the training; and
(d) The names and job titles of all persons attending the training sessions.

(c) Confidentiality

(a) The City of Pasadena shall ensure that employee medical records are:

(a) Kept confidential; and
(b) Are not disclosed or reported without the employee's expressed written consent to any person within or outside the workplace except as required by this section or as may be required by law.
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(b) The City of Pasadena shall maintain all medical records relevant to this policy for at least the duration of employment plus 30 years.

(c) Training records relevant to this policy shall be maintained for 3 years from the date of training.

(d) Availability

1. The City of Pasadena shall ensure that:
   (a) All employee records required to be maintained by this policy shall be made available to the employee or to his designated representative for examination and copying.
   (b) All employee records required to be maintained by this policy be made available to the Chief of the Division of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH).
   (c) If this facility is closed or there is no successor employer to receive and retain the aforementioned records for the prescribed time periods, the Chief of DOSH shall be contacted and the records transferred to DOSH for disposition pursuant to Title 8, California Code of Regulations Section 3204.

1009.8 EVALUATION AND REVIEW

It is the responsibility of the Training Unit of the Pasadena Police Department to annually review this policy and its effectiveness. It is also the responsibility of the Research and Development Unit to update this policy (and related equipment) as needed.

(a) DEFINITIONS: For the purposes of this policy, the following definitions shall apply:

1. AIRBORNE: Residues of evaporated droplets that remain suspended in the air after activities such as coughing and sneezing.
2. ASYMPTOMATIC: Showing no outward symptoms.
3. ASSIGNED RISK EMPLOYEE: Employees, who based on their assigned duties, may more than likely be subjected to occupational exposure.
4. BLOODBORNE: Carried in blood and almost always transmitted from blood to blood.
5. CONTAMINATED: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
6. DECONTAMINATION: The use of physical or chemical means to remove, inactivate or destroy pathogens on a surface or item to the point where they are
no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

7. ENGINEERING CONTROLS: Equipment that isolates or removes the blood borne pathogen hazard from the workplace.

8. EXPOSURE INCIDENT: A specific eye, mouth, non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee's duties.


10. HIGH RISK EMPLOYEE: Employees, who based on their classification and/or assignment will be subjected to occupational exposure.

11. HIV (Human Immunodeficiency Virus): A virus that attacks the immune system and is the causative factor of AIDS.

12. INFECTION: The condition in which the body or a portion is invaded by a disease causing agent, which under certain conditions, multiplies and produces effects that are harmful.

13. MENENGITIS: A general term used to describe an inflammation of the coverings over the brain and spinal cord.

14. OCCUPATIONAL EXPOSURE: Reasonably anticipated skin, eye or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

15. O.P.I.M. (Other Potentially Infectious Material): The following human body fluids: semen, vaginal secretions, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult and/or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

16. PARENTERAL: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

17. PATHOGEN: A disease causing microorganism or substance.

18. P.P.E. (Personal Protective Equipment): Specialized clothing and/or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
19. P.W.A. (Person With AIDS): This term is preferred over "victim" or "patient".

20. REGULATED WASTE: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in liquid or semi-liquid state if compressed; items that caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

21. SHARPS: Any object able to penetrate the skin; including but not limited to, needles, knives, broken glass and razor blades.

22. SOURCE INDIVIDUAL: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

23. STERILIZE: The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

24. SYMPTOMATIC: Exhibiting symptoms of a particular disease or disorder.

25. TB (Tuberculosis): An acute or chronic bacterial infection usually affecting the lungs.

26. UNIVERSAL PRECAUTIONS: Guidelines established by the Centers for Disease Control that focus on the risk of exposure to blood and other specific body fluids rather than on a diagnosed disease.

27. WORK PRACTICE CONTROLS: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

1009.9 EXPOSURE FORM
DOCUMENTATION OF POSSIBLE EXPOSURE TO A REPORTABLE COMMUNICABLE DISEASE

NAME_______________________________ D.O.B.

DATE OF EXPOSURE__________________ TIME OF EXPOSURE__________________

CASE NUMBER_______________________________

TYPE OF EXPOSURE PREVENTIVE MEASURES

_____ MOUTH TO MOUTH USED FAILED

_____ SKIN TO SKIN _____ GLOVES

_____ AIRBORN _____ MASKS
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____ BODY SECRETION CONTACT _____ GLASSES/GOGGLES
____ BLOOD _____ GOWNS
____ FECES _____ POCKET CPR MASKS
____ SALIVA
____ OTHER
BRIEF DESCRIPTION OF HOW EXPOSURE OCCURRED:_____________________________________
____________________________________________________________________________________
____________________________________________________________________________________

PRE-HOSPITAL CARE PROVIDER INFORMATION
NAME(S)________________________________ AGENCY_____________________________________
SHIFT__________________ UNIT_________________________
MEDICAL AID REPORT NUMBER__________________________
RECEIVING FACILITY_________________________________
RECEIVING E.R.NURSE:________________________________

THIS SECTION TO BE COMPLETED BY THE HOSPITAL INFECTIOUS CONTROL NURSE
NUMBER_____________________
COMMUNICABLE DISEASE
DIAGNOSIS__________________________________________________________

DATE FORM FORWARDED TO COUNTY HEALTH
OFFICER:____________________________________
PPD8506
Reporting of Employee Convictions

1010.1 PURPOSE AND SCOPE
Convictions of certain offenses may restrict or prohibit an employee’s ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

The Administrative Services Supervisor shall submit in a timely manner a notice to the Commission on Peace Officer Standards and Training (POST) of any appointment, termination, reinstatement, name change or status change regarding any peace officer, reserve peace officer, public safety dispatcher and records supervisor employed by this department (11 CCR 1003).

The Administrative Services Supervisor shall submit in a timely manner a notice to POST of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

1010.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS
California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1010.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS
Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendre plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee’s ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member’s ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.
1010.4 REPORTING PROCEDURE
All members of this department and all retired officers with an identification card issued by
the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case
of retired officers) in writing of any past or current criminal arrest, outstanding warrant or conviction
regardless of whether or not the matter is currently on appeal and regardless of the penalty or
sentence, if any.

All members and all retired officers with an identification card issued by the Department shall
further promptly notify their immediate supervisor (or the Chief of Police in the case of retired
officers) in writing if the member or retiree becomes the subject of a domestic violence restraining
order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and
properly performing his/her duties may be disciplined including, but not limited to, being placed on
administrative leave, reassignment and/or termination. Any effort to remove such disqualification
or restriction shall remain entirely the responsibility of the member on his/her own time and
expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to
discipline.

1010.5 PROCEDURE FOR RELIEF
Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry
a firearm following a conviction under state law. Federal law, however, does not provide for any
such similar judicial relief and the granting of a state court petition under Penal Code § 29855
will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee
falling under the restrictions imposed by federal law may only be obtained by expungement of
the conviction. Each employee shall seek relief from firearm restrictions on their own time and
through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any
restraining order, which would thereafter permit the individual to carry a firearm as a part of their
employment. Relief from any domestic violence or other restriction shall also be pursued through
the employee’s own resources and on the employee’s own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee’s duties,
the employee may be placed on administrative leave, reassigned or disciplined. The Department
may, but is not required to return an employee to any assignment, reinstate any employee or
reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from
any legal restriction set forth in this policy.

POLICY MODIFIED: 8/17
Drug- and Alcohol-Free Workplace

1012.1 PURPOSE AND SCOPE
The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1012.2 POLICY
This department follows the drug and alcohol policy set forth in the City of Pasadena Employee Manual section 2 (N) as well as the member's applicable MOU. It is the policy of this department to provide a drug- and alcohol-free workplace for all members.
Guaranteed Compensating Time Off (GCTO)

1013.1 PURPOSE AND SCOPE
It shall be the policy of this department to comply with the Memorandums of Understanding between the City of Pasadena, the Pasadena Police Officers Association, and the Pasadena Association of Clerical and Technical Employees as it relates to Guaranteed Compensating Time Off (GCTO).

1013.2 UTILIZATION
(a) Utilization GCTO will be in accordance with department Policy 1015 and, as applicable, the City Salary Resolutions using the following guidelines:

1. GCTO Schedule of Benefits:
   (a) Pasadena Police Officers Association Employees classified as police officer or police corporal, who were hired prior to July 2, 1979, and who are regularly working 8 hours per day, shall receive 5 days of GCTO per year beginning September 12, 1977 and on July 1 of each fiscal year thereafter.
   (b) Pasadena Association of Clerical and Technical Employees:
      1. Employees classified as police dispatcher who were employed prior to July 1977, who worked under the 4/10 Work Plan, and who subsequently changed to a 5/8 Work Plan, shall receive five days GCTO per year for July 1978 through July 1982, after which they will receive two days GCTO per year.

(b) Usage:
   1. The time will be used in accordance with department Policy and Procedures 1015 with the following guidelines:
      (a) Employees may sign up for one year’s allotment during the yearly vacation sign up period. It may be attached to the yearly allowance of vacation time or taken in a separate vacation period.
      (b) It may be taken as single or multiple days off with permission of the employee’s Division Commander.
      (c) Employees are entitled to carry over to the next fiscal year up to 5 days of GCTO.
      (d) It shall be the employee’s responsibility to utilize this benefit as set forth within the guidelines of this policy or it will be lost without financial reimbursement. Cash payment cannot replace Guaranteed Compensating Time Off.
Guaranteed Compensating Time Off (GCTO)

2. Employees who are terminated or resign and have not been able to use up their accumulated GCTO shall be paid for this time.

(c) Recording

(a) The records of the accumulation and usage of the GCTO will be maintained in this department.

(a) Section commanders shall indicate usage of this time by utilizing the area of the time sheet marked "GCTO"

(b) The Fiscal Administration Unit shall be responsible for establishing and maintaining an up to date record of the GCTO.

(a) Time accrued by each employee.

(b) Time used by each employee.
Sick Leave

1014.1 PURPOSE AND SCOPE
This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) and the California Family Rights Act, and leave related to domestic violence, sexual assault, stalking or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1014.1.1 DEFINITIONS

(a) Incident of Sick Leave: An incident of sick leave usage is defined as one or more consecutive workdays. This term will also include any portion of a day not worked due to illness.

(b) Excessive Sick Leave: Examples of excessive sick leave may include, but are not necessarily limited to, five or more incidents (totaling over 50 hours) of sick leave for personal illness within a twelve month rating period. Employees on sick leave due to an industrial injury/illness are exempt from the provisions of this regulation for that particular industrial injury/illness.

1014.2 POLICY
It is the policy of the Pasadena Police Department to provide eligible employees with a sick leave benefit.

1014.3 USE OF SICK LEAVE
Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1014.3.1 NOTIFICATION
Employees are encouraged to notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, employees shall
make notification no less than one hour before the start of their scheduled shifts. If, due to an
emergency, a member is unable to contact the supervisor, every effort should be made to have a
representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments
or treatments, the member shall, whenever possible and practicable, provide the Department with
no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately
accounted for, and for completing and submitting the required documentation describing the type
of time off used and the specific amount of time taken.

1014.4 REQUIRED NOTICES
The Director shall ensure:

(a) Written notice of the amount of paid sick leave available is provided to employees as
provided in Labor Code § 246.

(b) A poster is displayed in a conspicuous place for employees to review that contains
information on paid sick leave as provided in Labor Code § 247.

1014.5 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to
ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as
family medical leave and consulting with legal counsel or the Department of Human
Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation
when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned
duties.

2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or
inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when
appropriate.
**Vacations/Requested Time Off**

1015.1 PURPOSE AND SCOPE
It shall be the policy of this department to set forth administrative standards to be followed by employees of the Pasadena Police Department for utilizing vacation time off.

1015.2 UTILIZATION
Utilization of vacation time shall be in accordance with the applicable section of the City Salary Resolution, the employee's MOU, supplemental association agreements, and the following guidelines:

(a) Initial vacation sign-ups shall normally be taken in multiples of the employee's entire work week utilizing "vacation time" and commencing on the first day following the employee's regular days off. Employees may thereafter sign up for vacation in less than one week increments after all other section members have completed the initial sign up and with supervisor approval.

1. Section Administrators will ensure that their personnel do not sign up for vacation or request any time off on July 4th and from December 28 through the conclusion of New Year's operations in January unless authorized by the Deputy Chief (See section 1015.3 for further restrictions).

2. Division Commanders, the Executive Administrator, Section Supervisors, and/or Watch Administrators may also specify other periods when vacation time will not be allowed depending upon the needs of the Department and the requirements of particular assignments.

3. Individual vacation days can be used individually only with the approval of the concerned Lieutenant or Section Administrator. The approval of the concerned Lieutenant or Administrator must be obtained for vacation time off in excess of one day.

4. Once an employee has signed up for an allotted vacation period (weekly increment), the time may not be changed to other auxiliary time, i.e. in-lieu.

(b) Employees taking vacation period where a paid holiday falls therein, shall take that holiday off utilizing employee's allotted vacation time, or as outlined in association agreements.

(c) The order of choice of vacation periods shall be by rank, then seniority within rank. The employees shall sign up annually unless the deployment period ends prior. If so, the employee can only sign up for vacation until the end of the deployment period.

(d) Employees may routinely take their regular annual vacation when scheduled; however, if additional earned time from a prior carry-over is requested to be used continuous with the regular period, a written memorandum, in duplicate, shall be directed through the chain of command to the Division Commander or Executive Administrator. If additional earned time from a prior year carry-over is to be used other than continuous with regular annual vacation, sign-up shall be in accordance with the following:
Vacations/Requested Time Off

1. Employee may sign-up for additional time only after all others in same classification have completed their sign up;
2. The only exception will be if the employee has received prior approval from the Chief of Police for a specific time.

(e) Division Commanders and Executive Administrator are responsible for regulating the number of personnel absent at any one time.

(f) Members of this department shall comply with the applicable section of the City Salary Resolution or employee's MOU.
   1. No vacation shall exceed two vacation periods in one calendar year without the express permission of the Chief of Police.
   2. A vacation period is defined as the maximum amount of vacation earn able in any calendar year.
   3. Members shall not carry over to the following calendar year more than one vacation period or more than that which is allowed in the employee's M.O.U. without the express permission of the Chief of Police.

(g) The Chief of Police, or his/her designee, has the authority to approve a deviation from this policy if circumstances deem prudent.

(h) Transfers
   1. An employee transferring from one division, section, team or unit to another at their own request, or as a result of a promotion prior to taking their scheduled vacation, may be required to reschedule their vacation to conform with the schedule with the staffing needs of their new assignment.
   2. An employee transferring at the same rank at the convenience of the department shall be permitted, whenever possible, to take their vacation at the originally scheduled time.

(i) The division commander or Executive Administrator shall approve vacation schedules and during an emergency may order any or all vacations canceled within their division when necessary.

1015.3 MAXIMUM STAFFING EVENTS (MSE)

In addition to the traditional New Year’s related activities (as listed above), additional large-scale events may be added to the year’s event calendar. With that, certain dates will be identified as needing significant staffing affecting the yearly vacation sign-ups. As plans for these events develop, and it is determined that the event will not require maximum staffing, the restricted event dates will revert to regular status allowing for unaffected individuals to request time off.

Dates identified as Maximum Staffing Events (MSE) mean that employees are subject to being ordered to work and must be available on the identified date. Any employee taking vacation or
Vacations/Requested Time Off

requested time off that falls within those identified dates designated for Maximum Staffing must be available to work the event. If an employee has made a vacation or time off request that has been approved, he/she will be exempt from any subsequently scheduled MSE that may fall within his/her pre-approved vacation or requested time off period.

The Event Planning Section will make every effort to assign off-duty personnel and those who sign up to each event. However, some of these events may fall within regular work hours and require reassignment of duties.
Smoking and Tobacco Use

1018.1 PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Pasadena Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1018.2 POLICY
The Pasadena Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5; PMC 8.78.II).

1018.3 PROHIBITED USE
(a) While on/off duty, employees are prohibited from smoking and/or the use of all tobacco products (i.e. cigarettes, snuff, chewing tobacco, etc.) in the following areas:
   1. Within all Pasadena Police Department facilities.
   2. All City vehicles and work places.
   3. At crime scenes, or any other place where victims or witnesses are being interviewed, or where investigations are being conducted, or at any place where city business is being conducted by police department employees.

(b) Uniformed employees are prohibited from smoking and/or the use of all tobacco products (i.e. cigarettes, snuff, chewing tobacco, etc.) outside the public entrances to the Police Department.

(c) EXCEPTION- Employees working in an undercover capacity shall be exempt from this policy while in the field or in City vehicles.

1018.4 POSTED NO SMOKING SIGNS
A conspicuous "No Smoking" sign containing all capital letters not less than one inch in height, on a contrasting background, shall be posted at all first floor entrances and exits, lobbies, restrooms and elevators of every floor of the Police building. This is in accordance with PMC 8.78.110.
1018.5 TOBACCO CESSATION
The Police Department supports those employees who desire to stop smoking and encourages them to seek professional assistance. There are many programs available to the smoker who desires to stop. The Pasadena Police Department recommends the smoker consult his/her physician, the American Lung Association, or the City of Pasadena's Health Department for assistance.
Personnel Complaints

1020.1 PURPOSE AND SCOPE
The purpose of this procedure is to provide guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members and employees of this department.

1020.1.1 PERSONNEL COMPLAINTS DEFINED
Personnel complaints consist of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law.

Inquiries about employee conduct which, even if true, would not qualify as a personnel complaint may be handled informally by a department supervisor and shall not be considered complaints.

This policy shall not apply to any interrogation, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of an employee in the normal course of duty, by a supervisor or any other employee, nor shall this policy apply to an investigation concerned solely and directly with alleged criminal activities (Cal. Govt. Code 3303(i)).

Personnel Complaints shall be documented for tracking and classified in one of the following categories:

**Informal** - A matter in which the complaining party is satisfied that appropriate action has been taken by a department supervisor of rank greater than the accused employee. Informal complaints need not be documented on a personnel complaint form and the responsible supervisor shall have the discretion to handle the complaint in any manner consistent with this policy.

**Formal** - A matter in which the complaining party requests further investigation or which a department supervisor determines that further action is warranted. Such complaints may be investigated by a department supervisor of rank greater than the accused employee or referred to the Professional Standards Unit depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Professional Standards Unit, such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1020.2 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS
All complainants should be immediately referred to an on-duty supervisor or administrator in regards to their complaint whenever possible.

1020.2.1 AVAILABILITY OF COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public lobby. Forms may also be accessed on the police department's website.
Personnel Complaints

1020.2.2 SOURCE OF COMPLAINTS
   (a) A department employee becoming aware of alleged misconduct shall immediately notify a supervisor.
   (b) A supervisor receiving a complaint from any source alleging misconduct of an employee which, if true, could result in disciplinary action.
   (c) Anonymous complaints and third party complaints should be accepted and investigated to the extent that sufficient information is provided.

1020.2.3 ACCEPTANCE OF COMPLAINTS
A complaint may be filed in person, in writing, or by telephoning the Department. Although not required, every effort should be made to have the complainant appear in person. The following should be considered before taking a complaint:
   (a) Complaints shall not be prepared unless the alleged misconduct or job performance is of a nature which, if true, would normally result in disciplinary action
   (b) When an uninvolved supervisor or the Watch Commander determines that the reporting person is satisfied that their complaint required nothing more than an explanation regarding the proper/improper implementation of department policy or procedure, a complaint need not be taken
   (c) When the complainant is intoxicated to the point where his/her credibility appears to be unreliable, identifying information should be obtained and the person should be provided with a Personnel Complaint form
   (d) Depending on the urgency and seriousness of the allegations involved, complaints from juveniles should generally be taken only with their parents or guardians present and after the parents or guardians have been informed of the circumstances prompting the complaint

1020.2.4 COMPLAINT DOCUMENTATION
   (a) Formal complaints of alleged misconduct shall be documented by a supervisor. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.
   (b) When a Personnel Complaint is submitted, the complainant should legibly write a detailed narrative of his/her complaint. If circumstances indicate that this is not feasible, the complaint may be dictated to the receiving supervisor. In an effort to ensure accuracy in any complaint, it is recommended that a recorded statement be obtained from the reporting party. A refusal by a party to be recorded shall not alone be grounds to refuse to accept a complaint. Whether handwritten or dictated, the complainant’s signature should be obtained at the conclusion of the statement. The complainant should be provided with a copy of his/her own original complaint per Penal Code § 832.7.

1020.3 SUPERVISOR RESPONSIBILITY
A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation. Moreover, supervisors shall also maintain the ability to engage in
the interrogation of an employee in the normal course of duty, counseling, instruction, or informal verbal admonishment, or other routine or unplanned contact (Cal. Govt. Code 3303(i)).

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate supervisor. The Chief of Police or authorized designee may, however, direct that another supervisor investigate it. The supervisor shall be responsible for the following:

(a) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Watch Commander, Commanding Officer and Chief of Police are notified as soon as practicable.

(b) A supervisor receiving or initiating any formal complaint shall ensure that the complaint is documented and includes all pertinent and necessary information. The original complaint will then be directed to the Commanding Officer of the accused employee, via the chain of command, who will take appropriate action or forward the complaint to the Professional Standards Unit for further action.

1. During the preliminary investigation of any complaint, the supervisor should make every reasonable effort to obtain names, addresses and telephone numbers of additional witnesses.

2. Once immediate medical attention has been provided, photographs of alleged injuries as well as accessible areas of non-injury should be taken.

3. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the employee's Division Commander or the Chief of Police who will initiate appropriate action.

(c) A supervisor dealing with an accused employee shall ensure that the procedural rights of the employee are followed pursuant to Government Code § 3303, et seq.

(d) When the nature of a personnel complaint relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources and the Chief of Police for direction regarding their role in investigation and/or addressing the complaint.

1020.4 ASSIGNMENT TO ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature or when circumstances practically dictate that it would impose an unreasonable risk to the Department, the employee, other employees or the public, a supervisor may temporarily assign the accused employee to inactive duty. Any long term administrative leaves must be reviewed and approved by the Police Chief; normally these types of leave occur pending the completion of an administrative investigation or the filing of administrative charges.

1020.4.1 ADMINISTRATIVE LEAVE

An employee placed on administrative leave may be subject to the following guidelines:
Personnel Complaints

(a) Under such circumstances, an employee placed on administrative leave shall continue to receive regular pay and benefits pending the imposition of any discipline.

(b) An employee placed on administrative leave may be required by a supervisor to relinquish any badge, departmental identification, assigned weapon(s) and any other departmental equipment (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay).

(c) An employee placed on administrative leave may be ordered to refrain from taking any action as a departmental employee or in an official capacity. The employee shall be required to continue to comply with all policies and lawful orders of a supervisor (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay).

(d) An employee placed on administrative leave may be temporarily reassigned to a different shift (generally normal business hours) during the pendency of the investigation and the employee may be required to remain available for contact at all times during such shift and report as ordered (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay).

(e) It shall be the responsibility of the assigning supervisor to promptly notify the employee's Division Commander and the Chief of Police.

(f) At such time as any employee placed on administrative leave is returned to full and regular duty, the employee shall be returned to their regularly assigned shift with all badges, identification card and other equipment returned.

1020.5 ALLEGATIONS OF CRIMINAL CONDUCT
Where an employee of this department is accused of potential criminal conduct, a separate supervisor or assigned detective shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation or be tolled (Government Code 3304(d)(2)).

The Chief of Police shall be notified as soon as practical when an employee is formally accused of criminal conduct. In the event of serious criminal allegations, the Chief of Police may request a criminal investigation by an outside law enforcement agency.

An employee accused of criminal conduct shall be provided with all rights and privileges afforded to a civilian and the employee may not be administratively ordered to provide any information to a criminal detective.

No information or evidence administratively coerced from an employee may be provided to a criminal detective.

Any law enforcement agency is authorized to release information concerning the arrest or detention of a peace officer, which has not led to a conviction, however, no disciplinary action, other than paid administrative leave shall be taken against the accused employee based solely on an arrest or crime report (Labor Code § 432.7(b)). An independent administrative investigation shall be conducted based upon the allegations in the report in accordance with department policy.
1020.6 ADMINISTRATIVE REVIEW
All complaints, internal and external, will be accepted and entered into the Blue Team software system. All complaints will move through the chain of command and be assigned a Professional Standards Investigator. If the complaint does not appear to be a violation of policy, state, federal or local law, the Professional Standards Investigator will present the facts of the complaint and any relevant evidence to the Administrative Review Board which is comprised of the Police Department’s Command Staff as well as the employee’s administrative supervisor. At the conclusion of the Administrative Review, Command Staff will render the complaint as follows:

(a) Unfounded - (No merit)
(b) Chief’s initiation of an internal affairs investigation

If the complaint is rendered “Unfounded”, the complaint will require:

(a) Memorandum of the presentation and Chief’s decision.
(b) Letter to complainant explaining the disposition of the complaint.
(c) Employee notification and review within a 30-day period.

"Unfounded" complaints will not be retained in the employee's personnel file as specified in Policy 1020.9.1.

During the Administrative Review process it is determined by the Administrative Review Board that the complaint requires the initiation of an Internal Affairs Investigation, thus activating the employee's P.O.B.A.R. (Peace Officer Bill of Rights), the Professional Standards Investigator will follow the procedures set forth in Policy 1020.7.

1020.7 ADMINISTRATIVE INVESTIGATION OF COMPLAINT
Whether conducted by a supervisor or an assigned member of the Professional Standards Unit, the following procedures shall be followed with regard to the accused employee(s):

(a) Interviews of accused employees shall be conducted during reasonable hours and, if the employee is off-duty, the employee shall be compensated (Government Code§ 3303(a)).
(b) No more than two interviewers may ask questions of an accused employee (Government Code § 3303(b)).
(c) Prior to any interview, an employee shall be informed of the nature of the investigation (Government Code § 3303(c)).
(d) All interviews shall be for a reasonable period and the employee's personal needs shall be accommodated (Government Code § 3303(d)).
(e) No employee shall be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for
Personnel Complaints

insubordination. Nothing administratively ordered may be provided to a criminal investigator (Government Code § 3303(e)).

(f) Absent circumstances preventing it, the interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview (Government Code § 3303(g)).

(g) If the allegations involve potential criminal conduct, the employee shall be advised of his/her Constitutional rights pursuant to Lybarger. This admonishment shall be given administratively whether or not the employee was advised of these rights during any separate criminal investigation. (Government Code § 3303(h)).

(h) All employees subjected to interviews that could result in punitive action shall have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).

(i) All employees shall provide complete and truthful responses to questions posed during interviews.

(j) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

(k) No investigation shall be undertaken against any officer solely because the officer has been placed on a prosecutor's Brady list or the name of the officer otherwise be subject to disclosure pursuant to Brady v. Maryland. However, an investigation may be based on the underlying acts or omissions for which the officer has been placed on a Brady list or may otherwise be subject to disclosure pursuant to Brady v. Maryland (Government Code § 3305.5).

1020.7.1 ADMINISTRATIVE SEARCHES

(a) Any employee may be compelled to disclose personal financial information pursuant to proper legal process; if such information tends to indicate a conflict of interest with official duties, or, if the employee is assigned to or being considered for a special assignment with a potential for bribes (Government Code § 3308).

(b) Employees shall have no expectation of privacy when using telephones, computers, radios or other communications provided by the Department.

(c) Assigned lockers and storage spaces may only be administratively searched in the employee's presence, with the employee's consent, with a valid search warrant or where the employee has been given reasonable notice that the search will take place (Government Code § 3309).

(d) All other departmentally assigned areas (e.g., desks, office space, assigned vehicles) may be administratively searched by a supervisor, in the presence of an uninvolved witness, for non-investigative purposes. (e.g., obtaining a needed report or radio).
An investigative search of such areas shall only be conducted upon a reasonable suspicion that official misconduct is involved.

(e) An employee of this department may be administratively ordered to submit to a blood, breath, or urine test for alcohol and drugs under any of the following circumstances:

1. When the employee, whether on or off-duty, is involved in a shooting or police related death.
2. When the employee is involved in an injury or fatal accident while on duty.
3. When the employee is involved in an injury or fatal accident while operating any [City/County] owned vehicle whether on or off-duty.
4. When the employee is found to be exhibiting objective symptoms of intoxication or drug influence while on duty.
5. The use of compelled testing results shall be restricted to the administrative investigation.

1020.8 DISPOSITION OF PERSONNEL COMPLAINTS
Each allegation shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.5(c)).

**Exonerated** - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

**Not Sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1020.9 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation. In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1. If the nature of the allegations dictate that confidentiality is necessary to maintain the integrity of the investigation, the involved employee(s) need not be notified of the pending investigation unless and until the employee is interviewed or formally charged within one year of discovery.
Personnel Complaints

1020.9.1 CONFIDENTIALITY OF PERSONNEL FILES
All investigations of personnel complaints shall be considered confidential peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel except pursuant to lawful process.

In the event that an accused employee (or the representative of such employee) knowingly makes false representations regarding any internal investigation and such false representations are communicated to any media source, the Department may disclose sufficient information from the employee's personnel file to refute such false representations (Penal Code § 832.5).

All formal personnel complaints shall be maintained for a period of no less than four years. (Penal Code § 832.5) All non-citizen (e.g., those that originate internally) initiated complaints shall be maintained no less than four years (Government Code § 34090 et seq.).

Sustained complaints shall be maintained in the employee's personnel file. Complaints which are unfounded, exonerated or not sustained shall be maintained by the Professional Standards Unit apart from the employee's personnel file.

1020.10 REFERENCE
Personnel Complaint Investigations

1021.1 PURPOSE AND SCOPE
The purpose of this procedure is to provide guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members and employees of this department.

1021.1.1 PERSONNEL COMPLAINTS DEFINED
Personnel complaints consist of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law.

Inquiries about employee conduct which, even if true, would not qualify as a personnel complaint may be handled informally by a department supervisor and shall not be considered complaints.

This policy shall not apply to any interrogation, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of an employee in the normal course of duty, by a supervisor or any other employee, nor shall this policy apply to an investigation concerned solely and directly with alleged criminal activities (Cal. Govt. Code 3303(i)).

Personnel Complaints shall be classified in one of the following categories:

**Informal** - A matter in which the complaining party is satisfied that appropriate action has been taken by a department supervisor of rank greater than the accused employee. Informal complaints need not be documented on a personnel complaint form and the responsible supervisor shall have the discretion to handle the complaint in any manner consistent with this policy.

**Formal** - A matter in which the complaining party requests further investigation or which a department supervisor determines that further action is warranted. Such complaints may be investigated by a department supervisor of rank greater than the accused employee or referred to the Professional Standards Unit depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Professional Standards Unit, such matters need not be documented as personnel complaints, but may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1021.2 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS
All complainants should be immediately referred to an on-duty supervisor or administrator in regards to their complaint whenever possible.

1021.2.1 AVAILABILITY OF COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public lobby. Forms may also be accessed on the police department's website.
1021.2.2 SOURCE OF COMPLAINTS
(a) A department employee becoming aware of alleged misconduct shall immediately notify a supervisor.
(b) A supervisor receiving a complaint from any source alleging misconduct of an employee which, if true, could result in disciplinary action.
(c) Anonymous complaints and third party complaints should be accepted and investigated to the extent that sufficient information is provided.

1021.2.3 ACCEPTANCE OF COMPLAINTS
A complaint may be filed in person, in writing, or by telephoning the Department. Although not required, every effort should be made to have the complainant appear in person. The following should be considered before taking a complaint:
(a) Complaints shall not be prepared unless the alleged misconduct or job performance is of a nature which, if true, would normally result in disciplinary action.
(b) When an uninvolved supervisor or the Watch Commander determines that the reporting person is satisfied that their complaint required nothing more than an explanation regarding the proper/improper implementation of department policy or procedure, a complaint need not be taken.
(c) When the complainant is intoxicated to the point where his/her credibility appears to be unreliable, identifying information should be obtained and the person should be provided with a Personnel Complaint form.
(d) Depending on the urgency and seriousness of the allegations involved, complaints from juveniles should generally be taken only with their parents or guardians present and after the parents or guardians have been informed of the circumstances prompting the complaint.

1021.2.4 COMPLAINT DOCUMENTATION
(a) Formal complaints of alleged misconduct shall be documented by a supervisor on a personnel complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.
(b) When a Personnel Complaint form is completed in person, the complainant should legibly write a detailed narrative of his/her complaint. If circumstances indicate that this is not feasible, the complaint may be dictated to the receiving supervisor. In an effort to ensure accuracy in any complaint, it is recommended that a recorded statement be obtained from the reporting party. A refusal by a party to be recorded shall not alone be grounds to refuse to accept a complaint. Whether handwritten or dictated, the complainant's signature should be obtained at the conclusion of the statement. The complainant should be provided with a copy of his/her own original complaint per Penal Code § 832.7.
1021.3 SUPERVISOR RESPONSIBILITY
A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation. Moreover, supervisors shall also maintain the ability to engage in the interrogation of an employee in the normal course of duty, counseling, instruction, or informal verbal admonishment, or other routine or unplanned contact (Cal. Govt. Code 3303(i)).

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee’s immediate supervisor. The Chief of Police or authorized designee may, however, direct that another supervisor investigate it. The supervisor shall be responsible for the following:

(a) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Watch Commander, Commanding Officer and Chief of Police are notified as soon as practicable.

(b) A supervisor receiving or initiating any formal complaint shall ensure that a Personnel Complaint form has been completed as fully as possible. The original complaint form will then be directed to the Commanding Officer of the accused employee, via the chain of command, who will take appropriate action or forward the complaint to the Professional Standards Unit for further action.

1. During the preliminary investigation of any complaint, the supervisor should make every reasonable effort to obtain names, addresses and telephone numbers of additional witnesses.

2. Once immediate medical attention has been provided, photographs of alleged injuries as well as accessible areas of non-injury should be taken.

3. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the employee’s Division Commander or the Chief of Police who will initiate appropriate action.

(c) A supervisor dealing with an accused employee shall ensure that the procedural rights of the employee are followed pursuant to Government Code § 3303, et seq.

(d) When the nature of a personnel complaint relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources and the Chief of Police for direction regarding their role in investigation and/or addressing the complaint.

1021.4 ASSIGNMENT TO ADMINISTRATIVE LEAVE
When a complaint of misconduct is of a serious nature or when circumstances practically dictate that it would impose an unreasonable risk to the Department, the employee, other employees or the public, a supervisor may temporarily assign the accused employee to inactive duty. Any long term administrative leaves must be reviewed and approved by the Police Chief; normally
these types of leave occur pending the completion of an administrative investigation or the filing of administrative charges.

1021.4.1 ADMINISTRATIVE LEAVE
An employee placed on administrative leave may be subject to the following guidelines:

(a) Under such circumstances, an employee placed on administrative leave shall continue to receive regular pay and benefits pending the imposition of any discipline

(b) An employee placed on administrative leave may be required by a supervisor to relinquish any badge, departmental identification, assigned weapon(s) and any other departmental equipment (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay)

(c) An employee placed on administrative leave may be ordered to refrain from taking any action as a departmental employee or in an official capacity. The employee shall be required to continue to comply with all policies and lawful orders of a supervisor (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay)

(d) An employee placed on administrative leave may be temporarily reassigned to a different shift (generally normal business hours) during the pendency of the investigation and the employee may be required to remain available for contact at all times during such shift and report as ordered (Refer to Professional Standards Unit form regarding administrative leave of absence/suspension with pay)

(e) It shall be the responsibility of the assigning supervisor to promptly notify the employee’s Division Commander and the Chief of Police

(f) At such time as any employee placed on administrative leave is returned to full and regular duty, the employee shall be returned to their regularly assigned shift with all badges, identification card and other equipment returned

1021.5 ALLEGATIONS OF CRIMINAL CONDUCT
Where an employee of this department is accused of potential criminal conduct, a separate supervisor or assigned detective shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practical when an employee is formally accused of criminal conduct. In the event of serious criminal allegations, the Chief of Police may request a criminal investigation by an outside law enforcement agency.

An employee accused of criminal conduct shall be provided with all rights and privileges afforded to a civilian and the employee may not be administratively ordered to provide any information to a criminal detective.
No information or evidence administratively coerced from an employee may be provided to a criminal detective.

Any law enforcement agency is authorized to release information concerning the arrest or detention of a peace officer, which has not led to a conviction, however, no disciplinary action, other than paid administrative leave shall be taken against the accused employee based solely on an arrest or crime report (Labor Code § 432.7(b)). An independent administrative investigation shall be conducted based upon the allegations in the report in accordance with department policy.

1021.6 ADMINISTRATIVE INVESTIGATION OF COMPLAINT
Whether conducted by a supervisor or an assigned member of the Professional Standards Unit, the following procedures shall be followed with regard to the accused employee(s):

(a) Interviews of accused employees shall be conducted during reasonable hours and, if the employee is off-duty, the employee shall be compensated (Government Code § 3303(a)).

(b) No more than two interviewers may ask questions of an accused employee (Government Code § 3303(b)).

(c) Prior to any interview, an employee shall be informed of the nature of the investigation (Government Code § 3303(c)).

(d) All interviews shall be for a reasonable period and the employee's personal needs shall be accommodated (Government Code § 3303(d)).

(e) No employee shall be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator (Government Code § 3303(e)).

(f) Absent circumstances preventing it, the interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview (Government Code § 3303(g)).

(g) If the allegations involve potential criminal conduct, the employee shall be advised of his/her Constitutional rights pursuant to Lybarger. This admonishment shall be given administratively whether or not the employee was advised of these rights during any separate criminal investigation. (Government Code § 3303(h)).

(h) All employees subjected to interviews that could result in punitive action shall have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual employee's statement, involved
employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).

(i) All employees shall provide complete and truthful responses to questions posed during interviews.

(j) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

(k) No investigation shall be undertaken against any officer solely because the officer has been placed on a prosecutor’s Brady list or the name of the officer otherwise be subject to disclosure pursuant to Brady v. Maryland. However, an investigation may be based on the underlying acts or omissions for which the officer has been placed on a Brady list or may otherwise be subject to disclosure pursuant to Brady v. Maryland (Government Code § 3305.5).

1021.6.1 ADMINISTRATIVE SEARCHES

(a) Any employee may be compelled to disclose personal financial information pursuant to proper legal process; if such information tends to indicate a conflict of interest with official duties, or, if the employee is assigned to or being considered for a special assignment with a potential for bribes (Government Code § 3308).

(b) Employees shall have no expectation of privacy when using telephones, computers, radios or other communications provided by the Department.

(c) Assigned lockers and storage spaces may only be administratively searched in the employee's presence, with the employee's consent, with a valid search warrant or where the employee has been given reasonable notice that the search will take place (Government Code § 3309).

(d) All other departmentally assigned areas (e.g., desks, office space, assigned vehicles) may be administratively searched by a supervisor, in the presence of an uninvolved witness, for non-investigative purposes. (e.g., obtaining a needed report or radio). An investigative search of such areas shall only be conducted upon a reasonable suspicion that official misconduct is involved.

(e) An employee of this department may be administratively ordered to submit to a blood, breath, or urine test for alcohol and drugs under any of the following circumstances:

1. When the employee, whether on or off-duty, is involved in a shooting or police related death.
2. When the employee is involved in an injury or fatal accident while on duty.
3. When the employee is involved in an injury or fatal accident while operating any [City/County] owned vehicle whether on or off-duty.
Personnel Complaint Investigations

4. When the employee is found to be exhibiting objective symptoms of intoxication or drug influence while on duty.

5. The use of compelled testing results shall be restricted to the administrative investigation.

1021.7 DISPOSITION OF PERSONNEL COMPLAINTS
Each allegation shall be classified with one of the following dispositions:

- **Unfounded** - When the investigation discloses that the alleged act(s) did not occur or did not involve department personnel. Complaints which are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.5(c)).

- **Exonerated** - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

- **Not Sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

- **Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1021.8 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation. In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1. If the nature of the allegations dictate that confidentiality is necessary to maintain the integrity of the investigation, the involved employee(s) need not be notified of the pending investigation unless and until the employee is interviewed or formally charged within one year of discovery.

1021.8.1 CONFIDENTIALITY OF PERSONNEL FILES
All investigations of personnel complaints shall be considered confidential peace officer personnel files. The contents of such files shall not be revealed to other than the involved employee or authorized personnel except pursuant to lawful process.

In the event that an accused employee (or the representative of such employee) knowingly makes false representations regarding any internal investigation and such false representations are communicated to any media source, the Department may disclose sufficient information from the employee's personnel file to refute such false representations (Penal Code § 832.5).
All formal personnel complaints shall be maintained for a period of no less than four years. (Penal Code § 832.5) All non-citizen (e.g., those that originate internally) initiated complaints shall be maintained no less than four years (Government Code § 34090 et seq.).

Sustained complaints shall be maintained in the employee's personnel file. Complaints which are unfounded, exonerated or not sustained shall be maintained by the Professional Standards Unit apart from the employee's personnel file.

1021.9 REFERENCE
Seat Belt Policy

1023.1 POLICY
It is the policy of the Pasadena Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1023.2 PURPOSE AND SCOPE
This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1023.2.1 DEFINITIONS
Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1023.3 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1023.4 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1023.5 TRANSPORTING CHILDREN
Children under the age of 8 shall be transported in compliance with California’s child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the
front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

1023.6 INOPERABLE SEAT BELTS
Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1023.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1023.8 VEHICLE AIRBAGS
In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.
Body Armor

1025.1 PURPOSE AND SCOPE
The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1025.2 POLICY
It is the policy of the Pasadena Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. Authorized employees who are issued body armor are subject to this policy.

1025.3 ISSUANCE OF BODY ARMOR
The Uniform and Equipment Specialist shall ensure that body armor is issued to all authorized personnel and that the body armor meets or exceeds the standards of the National Institute of Justice when issued.

Body armor shall be issued when an authorized employee begins service at the Pasadena Police Department and shall be replaced when the warranty expires or the body armor becomes worn or damaged to the point that its effectiveness or functionality have been compromised.

1025.3.1 AUTHORIZED EMPLOYEES FOR THE WEARING OF BODY ARMOR
(a) The following employees are authorized to wear body armor in the performance of their duties:
   1. Police Officers (full-time and reserve)
   2. Park Safety Specialists
   3. Community Service Officers
   4. Forensic Specialists

1025.4 USE OF BODY ARMOR
(a) Authorized employees shall only wear agency-approved body armor.
(b) Authorized employees shall wear body armor anytime they are in a situation they could reasonably be expected to take an enforcement action or are in the vicinity of enforcement action.
(c) Authorized employees may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
(d) Body armor shall be worn when an authorized employee is working in uniform or taking part in Department range training.
Body Armor

(e) An authorized employee may be excused from wearing body armor when he/she is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor (i.e. Rose Bowl events, movie jobs and indoor assignments).

1025.5 INSPECTIONS OF BODY ARMOR
Supervisors should ensure that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted for fit, cleanliness, signs of damage, abuse and wear.

1025.5.1 CARE, MAINTENANCE AND REPLACEMENT OF BODY ARMOR
Employees should routinely inspect personal body armor for signs of damage and for general cleanliness.

Because dirt and perspiration may erode ballistic panels, each authorized employee shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions. Employees are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.

Employees are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.

1025.6 RANGERMASTER RESPONSIBILITIES
The Rangemaster should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.
Business Cards

1026.1 PURPOSE AND SCOPE
It is the policy of this department to provide imprinted business cards to applicable personnel, which will further serve to personalize the high caliber of professional service we strive to provide.

1026.2 PROCUREMENT
(a) This department will provide personalized business cards to employees within management ranks (sworn and civilian), to positions in special assignments where circumstances dictate and individual approval of the appropriate Division Commander is given, and to personnel working in capacities wherein they routinely make public contact in the field.

(b) Other employees of the department not discussed above will be provided standard business cards as needed, with space for name and telephone number to be affixed by stamp, by typing or writing.

(c) The department retains the right to control the contents and format of business cards obtained from a private source and used for official purposes. Prior approval shall be obtained by the appropriate Division Commander.

(d) Use of business cards shall be governed by applicable provisions of Policy and Procedures 340, Code of Conduct.

1026.3 FIELD CONTACTS
Upon request, employees will provide a business card prior to a citizen at the conclusion of the contact.

1026.4 REFERENCE
See PPD Policy Manual Section 340.
Personnel Files

1027.1 PURPOSE AND SCOPE
This section governs the maintenance, retention and access to peace officer personnel files in accordance with established law. It is the policy of this department to maintain the confidentiality of peace officer personnel records pursuant to Penal Code § 832.7.

1027.2 PERSONNEL FILES DEFINED
Pursuant to Penal Code § 832.8, peace officer personnel records shall include any file maintained under an individual officer's name relating to:

(a) Personal data, including marital status, family members, educational and employment history, or similar information.
(b) Medical history including medical leave of absence forms, fitness for duty examinations, workers compensation records, medical releases and all other records which reveal an employee’s past, current or anticipated future medical conditions.
(c) Election of employee benefits.
(d) Employee advancement, appraisal, or discipline.
(e) Complaints, or investigations of complaints, concerning an event or transaction in which the officer participated, or which the officer perceived, and pertaining to the manner in which the officer performed official duties.
(f) Any other information the disclosure of which would constitute an unwarranted invasion of personal privacy.

1027.3 EMPLOYEE RECORD LOCATIONS
Employee records will generally be maintained in any of the following:

Department File - That file which is maintained in the office of the Chief of Police as a permanent record of a sworn officer's employment with this department.

Division File - Any file which is separately maintained internally by an employee's supervisor(s) within an assigned division for the purpose of completing timely performance evaluations.

Supervisor Log Entries - Any written comment, excluding actual performance evaluations, made by a supervisor concerning the conduct of an employee of this department.

Training File - Any file which documents the training records of an employee.

Internal Affairs Files - Those files that contain complaints of employee misconduct and all materials relating to the investigation into such allegations, regardless of disposition.

Medical File - That file which is maintained separately that exclusively contains material relating to an employee’s medical history.
1027.4 CONFIDENTIALITY OF ALL PERSONNEL FILES
Pursuant to Penal Code § 832.7, all of the above-defined personnel records shall be deemed confidential and shall not be subject to disclosure except pursuant to the discovery procedures set forth in Evidence Code § 1043, et seq. or in accordance with applicable federal discovery laws. Nothing in this section is intended to preclude review of personnel files by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1027.5 REQUESTS FOR DISCLOSURE
Only written requests for the disclosure of any information contained in any peace officer personnel record will be considered. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the Watch Commander, the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected employee(s) as soon as practicable that such a request has been made (Evidence Code § 1043(a)).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this will require assistance of approved and available legal counsel.

All requests for disclosure, which result in access to an employee’s personnel file(s), shall be logged in the corresponding file.

1027.5.1 RELEASE OF CONFIDENTIAL INFORMATION
Except as provided by this policy or pursuant to lawful process, no information contained in any confidential peace officer personnel file shall be disclosed to any unauthorized person(s) without the express consent of the involved officer or written authorization of the Chief of Police or his or her designee.

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

Pursuant to Penal Code § 832.7(e), the disposition of any citizen's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall be limited to the disposition and shall not include what discipline, if any was imposed.

The Department may also release any factual information concerning a disciplinary investigation if the officer who is the subject of the investigation (or the officer's representative) publicly makes a statement which is published in the media and which the officer (or representative) knew to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7(d)).
1027.6 EMPLOYEE ACCESS TO OWN FILE
Any employee may request access to his/her own personnel file(s) during the normal business hours of the individual(s) responsible for maintaining such file(s). Any employee seeking the removal of any item from his/her personnel file shall file a written request to the Chief of Police through the chain of command. The Department shall thereafter remove any such item if appropriate or within 30 days provide the employee with a written explanation why the contested item will not be removed (Government Code 3306.5). If the contested item is not removed from the file, the employee’s request and the department’s written response shall be retained with the contested item in the employee’s personnel file.

Employees may be restricted from accessing files containing any of the following information:

(a) Ongoing Internal affairs investigations to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the employee of the intent to discipline.

(b) Confidential portions of Internal Affairs files which have not been sustained against the employee

1027.7 PURGING OF FILES
Formal citizen complaints and all related files not pending litigation or other ongoing legal proceedings may be purged no sooner than five years from the underlying complaint date (Penal Code § 832.5).

All other disciplinary files and investigations of non-citizen initiated complaints not pending litigation or other ongoing legal proceedings may be purged no sooner than two years from the underlying complaint date (Government Code § 34090; Government Code § 26202).

(a) Each supervisor responsible for completing the employee’s performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the Chief of Police.

(c) During the preparation of each employee’s performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. If, in the opinion of the Chief of Police, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to resolution.

1027.8 REFERENCE
Request for Change of Assignment

1029.1 PURPOSE AND SCOPE
It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

1029.2 REQUEST FOR CHANGE OF ASSIGNMENT
Personnel wishing a change of assignment are to complete a Request for Change of Assignment form. The form should then be forwarded through the chain of command to their Division Commander.

1029.2.1 PURPOSE OF FORM
The form is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this form.

All assignments an employee is interested in should be listed on the form.

The Request for Change of Assignment form will remain in effect until the end of the calendar year in which it was submitted. Effective January 1st of each year, employees still interested in new positions will need to complete and submit a new Change of Assignment Request form.

1029.3 SUPERVISOR'S COMMENTARY
The officer's immediate supervisor shall make appropriate comments in the space provided on the form before forwarding it to the Division Commander of the employee involved. In the case of patrol officers, the Watch Commander must comment on the request with his/her recommendation before forwarding the request to the Division Commander. If the Watch Commander does not receive the Change of Assignment Request Form, the Division Commander will initial the form and return it to the employee without consideration.
Fitness for Duty

1033.1 PURPOSE AND SCOPE
All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1033.2 EMPLOYEE RESPONSIBILITIES
(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
(c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1033.3 SUPERVISOR RESPONSIBILITIES
(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
(d) In conjunction with the Watch Commander or employee’s available Division Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.
(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.
1033.4 NON-WORK RELATED CONDITIONS
Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1033.5 WORK RELATED CONDITIONS
Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Division Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy and, if appropriate.

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1033.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Department of Human Resources to determine the level of the employee’s fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed.
Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1033.7 LIMITATION ON HOURS WORKED
Absent emergency operations members should not work more than:

• 18 hours in one day (24 hour) period or
• 36 hours in any 2 day (48 hour) period or
• 126 hours in any 7 day (168 hour) period

Except in very limited circumstances members should have a minimum of 6 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1033.8 APPEALS
An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.
Meal Periods and Breaks

1035.1 PURPOSE AND SCOPE
This policy regarding meals and breaks, insofar as possible, shall conform to the policy governing all City employees that has been established by the City Manager or the employee's MOU.

1035.2 MEAL PERIODS

(a) Sworn employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

(b) Field officers shall monitor their radios during meal breaks. No more than three patrol units (including motorcycles) will congregate for meal breaks without approval from a supervisor.

(c) Uniformed patrol and traffic officers shall request clearance from Communications Section prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

(d) The time spent for the meal period shall not exceed the authorized time allowed.

1035.3 15 MINUTE BREAKS

(a) Each employee is entitled to a 15 minute break, near the mid-point, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

(b) Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

(c) Field officers will be subject to call and shall monitor their radios. No more than three patrol units (including motorcycles) will congregate for breaks without approval from a supervisor.
Lactation Break Policy

1036.1 PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee’s infant child (Labor Code § 1034).

1036.2 POLICY
It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207; Labor Code § 1030).

1036.3 LACTATION BREAK TIME
A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee’s regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Communications Section or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1036.4 PRIVATE LOCATION
The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee’s work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.
1036.5 STORAGE OF EXPRESSED MILK
Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

1036.5.1 STATE REQUIREMENTS
Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy or have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).
Overtime Compensation Requests

1039.1 PURPOSE AND SCOPE
It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practical after overtime is worked.

1039.2 DEFINITIONS AND CLASSIFICATIONS
Overtime is that authorized period of work performed by an employee other than that required during his/her regular duty and is applicable to all employees, except those exempted by City Salary Resolution.

(a) Emergency Overtime is that overtime which is necessitated by the immediate completion of work commenced during the employee's normal tour of duty, or requires an off-duty employee to be ordered to work.

(b) Court Overtime is the amount of hours worked in accordance with Section 1038.1.1.b.3, of this policy for civil or criminal court appearances arising from an individual's duties as an employee of the Police Department.

(c) Holiday Overtime is the amount of the hours worked at time-and-a-half rates for an employee who works on a legal holiday. Employees working on a legal holiday shall be compensated consistent with Memorandum Of Understanding or City Salary Resolution.

(d) Holiday Pay is established by City Salary Resolution or Memorandum Of Understanding.

(e) Outside Overtime is authorized employment requested by an organization, other than the Police Department, wherein police functions are to be performed. An employee rendering said services will be paid by the City of Pasadena, which will in turn, bill the requesting organization.

1039.3 METHODS OF COMPENSATION

(a) Outside Overtime will be compensated as reflected by the employee's Memorandum of Understanding.

(b) Other Overtime shall be compensated as follows:

1. Paid Compensation- will be made consistent with Memorandum Of Understanding or City Salary Resolution; however, no payment shall be made for overtime work of less than thirty minutes duration immediately following the regular hours of employment.
2. Compensated Leave of Absence (In Lieu Time) - An employee may be compensated by leave of absence with pay, as outlined in the respective employees Memorandum Of Understanding or City Salary Resolution with the below restrictions when applicable:

(a) In the opinion of the Chief of Police, the best interests of the City would be served by this method of compensation.

(b) No employee may accumulate more than 120 hours of in lieu time without the express approval of the Chief of Police.

(c) In lieu time may not be used to offset any penalties imposed as a result of disciplinary action.

(d) Any leave of absence taken in accordance with this method of compensation shall be at the convenience of the department consistent with current employment law.

(e) In lieu time records shall be maintained by the Fiscal Administration Unit.

3. Court - An employee required to appear in court during off-duty hours will be compensated as follows:

(a) Employees who, on scheduled time off, are required to be present in court in connection with the performance of their duties shall receive two or three (2-3) hours minimum compensation at a rate consistent with their MOU or City Salary Resolution. In the event the employee is required to be present during both the morning and the afternoon sessions of the court on the same day, such employee shall receive, in addition to the above, three (3) hours minimum compensation at the appropriate rate.

(b) Should the court appearance serve as an extension of the employees regular workday, either at the beginning or end, the appropriate overtime rate shall be paid without regard to minimums unless otherwise stated by a bargaining unit's MOU.

(c) For out of City appearances, the employee in the PPOA bargaining unit shall receive one (1) hour of travel time at the appropriate rate.

(d) In no event, will there be a pyramiding, or double payments made for the same hours worked.

1039.4 REQUESTS FOR TIME OFF

(a) An employee with a sufficient amount of in lieu time to his/her credit desiring to take time off shall submit a written request for same to his/her Section Administrator within a reasonable period prior to the time requested.
Overtime Compensation Requests

(b) The Section Administrator will make appropriate entries on the in lieu records reflecting time used.
Cash Flow

1040.1 PURPOSE AND SCOPE
It shall be the policy of the department that all monies received and/or disbursed shall be handled in a uniform manner consistent with existing City policy and legal constraints.

1040.2 MONIES RECEIVED
Monies received- Funds are received from public sources in the Records Section; Violent Crimes Section, Subpoena Detail; Property Management Section; Fiscal Administration Unit; and Jail Section.

(a) Records Section- Under direct supervision of the Section Administrator, Records staff receives monies for public services rendered, and bicycle licenses.
1. Fees collected for public services, and bicycle licenses shall be recorded in a cash register receipt, indicating case number where appropriate.
2. The original cash register receipt shall be given to the payer.
3. A Cash Receipt Report shall be forwarded with funds to the City Finance Department, Municipal Services Division, by the Cashier Clerk on a weekly basis.
4. The duplicate cash register receipt shall be retained by the records Cashier as an audit.

(b) Violent Crimes Section and Subpoena Detail- Under the direct supervision of the Section Administrator, funds are received by the Subpoena Clerk in the form of civil witness fees from two sources: the Los Angeles County Superior Court and attorneys.
1. Funds received from either source shall be entered in the standard City receipt book, completing all required sections.
2. The original receipt shall be given to the payer.
3. The duplicate copy shall be forwarded, along with funds and a statement of facts, case number, officer's name, attorney's name, and whether or not the specific officer appeared in court, to the Finance Department, Municipal Services Division, on a monthly basis.
4. The triplicate copy shall be retained in the Detective Section as an audit copy.

(c) Property Management Section- Under direct supervision of the Section Administrator, the Property Management Section is responsible for monies received as evidence in criminal cases and found property. Cash Taken as Evidence or Found Property:
1. Money held as evidence or found property shall be processed in accordance with department Policy 804 while being stored in the Property Management Section.
2. Upon final disposition of appropriate cases wherein money has been held in custody or 120 days have expired without demand for money held as found property, said property shall be deposited with the City Finance Department.

3. The employee depositing the funds, with the City Finance Department Municipal Services Division Cashier, shall obtain a receipt for the total amount deposited.

4. The original receipt shall be filed with the Property Management Section Administrator.

(d) Jail Section- Funds are collected for Prisoner Safekeeping, Inmate Worker (Pay-To-Stay) Program and Bail.

1. All funds removed from prisoners for safekeeping at the time of booking shall be listed on the prisoner's booking sheet. Any funds in excess of $500.00 will be booked in property and the prisoner will receive a copy of the property safekeeping receipt. The prisoner's copy of the booking sheet shall serve as their receipt for property and funds.

2. All funds received from the Inmate Worker (Pay-To-Stay) Program shall be entered in the appropriate receipt book. The pink copy of the receipt shall be issued to the inmate worker. The white and yellow copies shall be deposited with the cash payment to Municipal Services.

3. All bail funds received shall be entered in the appropriate receipt book and the Jail Cash Log. The original receipt shall be issued to the payer. The duplicate copy shall be sent with funds to the Municipal Court on local cases and to the Warrant Detail Clerk for deposit in the Revolving Fund for outside warrants on a daily basis. The triplicate copy shall be retained in Jail Section as an audit copy.

1040.2.1 MONIES DISBURSED

The petty cash funds have been established in the department to facilitate the disbursement of funds as needed and approved. The funds are presently located in the Fiscal Administration Unit, Community Services Section, the Criminal Investigations Division, Special Operations Division and the Special Investigative Unit.

(a) Fiscal Administration Section Fund- This fund serves as a petty cash fund for the department, providing cash for expenditures up to one hundred dollars with the Division Commander's approval. The fund shall be maintained at $2,500 in cash and/or cash vouchers.

1. Under direct supervision of the Chief, Fiscal Administration Unit, shall administer the petty cash fund.

2. All requests for funds shall be accompanied by a cash voucher approved by the appropriate Division Commander.

3. As needed, the Fiscal Administration Unit shall prepare an appropriate claim form indicating the proper accounts drawn upon. The claim form and the
appropriate cash vouchers shall be forwarded to the Finance Department for reimbursement.

4. Specified sections have petty cash funds issued by the Administrative Services, Fiscal Administration Unit, from the above balance. These funds serve as emergency petty cash for the Crimes Against Persons Section, Special Enforcement, Community Services, and Jail Sections. The balances are as follows:
   (a) Detectives- $200
   (b) Special Enforcement- $400
   (c) Community Services- $100
   (d) Jail- $300

5. All cash and/or vouchers shall remain secure under the control of the Section Lieutenant/Administrator or their designee. The combined value of cash and/or vouchers shall, at all times, amount to the sum provided to the section.
   (b) Major Narcotics and Special Investigations Section- This fund serves as a petty cash fund for the Major Narcotics and Special Investigations Section. The fund is maintained at $7,300 in cash and/or cash vouchers.
      (a) The Major Narcotics and Special Investigations Section Lieutenant shall administer the petty cash fund.
      (b) All requests for funds shall be accompanied by a cash voucher approved by the section Lieutenant or supervisor.
      (c) The Major Narcotics and Special Investigations Section Lieutenant shall prepare and submit to the Fiscal Administration Unit, an expense report listing all expenditures and appropriate accounts drawn upon. All cash and/or vouchers shall remain secure under the control of the Section Lieutenant in the Major Narcotics and Special Investigations Unit safe. The combined value of cash and/or vouchers shall, at all times, amount to the sum provided to the section.
      (d) Upon approval by the Deputy Chief, the Fiscal Administration Unit shall prepare an appropriate claim form indicating the proper accounts drawn upon. The claim form shall be forwarded to the Finance Department for subsequent reimbursement.

1040.2.2 OVERAGE
All funds having an overage of cash, whether accounted for or not, shall release said cash overage to the Finance Department, Accounts Payable Section along with an appropriate Overage Report.
Outside Employment / Movie Jobs

1041.1 PURPOSE AND SCOPE
In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

It is the policy of the Pasadena Police Department to adhere to the provisions of the Section 1125, 1126 and 1127 of the California Government Code and Section 1.00, Subject 1.30 of the City of Pasadena Manual of Personnel and Administrative Rules. These references discuss and define prohibitions of off-duty employment for sworn and civilian employees:

1041.1.1 DEFINITIONS
Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits. Officers are required to wear class "A" or "B" uniform unless specified differently by a particular assignment.

1041.1.2 NATURE OF EMPLOYMENT
All members of this Department intending to engage in outside employment shall insure that it is not inconsistent, incompatible, in conflict with, or contrary to, the regular duties of the employee.

(a) Outside employment in the following categories is prohibited:

1. No employee shall engage in such activity if it conflicts with his or her official duties or jeopardizes the employee's physical and/or mental well-being.

2. Employment which involves the use of City or Department time, facilities, equipment, supplies, badge, uniform, influence or prestige for private gain.

3. Employment which might be reasonably construed by the public to be a conflict of interest regarding the peace officer authority of a sworn member, his or her status as a public employee or is of such a nature that it may be reasonably construed by the public to be an official act of the city.

4. Employment involving receipt or acceptance of money or consideration for performance of an act which is required in the regular employment of the member or involves the provision of services normally performed by the
employee, to another city or public agency such that if a request for those services were made to the City of Pasadena, the City would provide the service either as a matter of professional reciprocity or on a cost reimbursement basis.

5. Involving such time demands as would render performance of the member's duties less efficient.

6. If it involves the use of privileged and or confidential information known to the employee as a result of City/Department employment and not generally available to the public.

7. No employee shall accept employment from, nor employment referrals through, an entity which does business with the City of Pasadena, when the employee is in a position to influence purchasing decisions relative to that vendor.

8. At a location where the City or Department is involved in labor or civil dispute.

9. For private security agencies, which conduct business in this city, when the duties of the employee in the opinion of the Deputy Chief, may result in a conflict of interest perceived or real.

10. When an employee would be involved in pictures or an advertisement endorsing commercial products while being identified as a Pasadena Police Employee without approval of the Chief of Police.

(b) The Chief of Police reserves the right to formulate specific guidelines governing outside employment. The Chief of Police or his designee shall also consider the following in determining whether the "Outside Employment Request" will be approved:

1. Will the employment or service involve an employment relationship with another City employee(s) such that it could be reasonably construed to create the possibility of negative impact on the City or the Department working relationship, (e.g. coercion, collusion, favoritism, reduced productivity)?

2. Is the employment or service such that potential clients, customers or recipients of such service could be protected during the employee's normal City employment activities?

3. Will the amount of outside work or the use of regular days off or vacation time for outside employment impede the employee's City job performance, efficiency or attendance?

(c) Employees are obligated to make full disclosure of the facts and circumstances regarding any outside employment relationship that is required to be disclosed under the City of Pasadena’s Manual of Personnel & Administrative Rules, as defined in Section 2(G)- Outside Employment. It is also imperative that any employee working in a field mandated to adhere to the State of California licensing obligations, meet the minimum State requirements. Proof of qualifications shall also be submitted when seeking Outside Employment approval.
1041.1.3 ADMINISTRATIVE LEAVE, SICK OR I.O.D. STATUS
An employee of this Department shall not engage in off-duty employment while carried on administrative leave, sick leave or I.O.D. status, which is incompatible with and/or detrimental to the employee's illness or injury.

(a) When an employee is placed on administrative leave, sick leave or sustains an industrial injury, outside employment shall cease when in the opinion of the department head and Risk Management, the job requirements of the outside employment are in conflict with the circumstances in which the employee was placed on administrative leave or those restrictions placed on the employee by the treating physician.

1041.2 OBTAINING APPROVAL
(a) It is the policy of this Department that all members intending to engage in off-duty employment shall first submit the City of Pasadena "Outside Employment Request" to the Deputy Chief for inspection and review.

1. Upon approval or disapproval, one copy shall be returned to the employee, one copy to the Human Resources Department, and the original kept on file for the Chief of Police's control.

2. The "Outside Employment Requests" will expire on December 31st of each year. New "Outside Employment Request" forms must be completed and submitted by all employees on or before the first of February or more often if any material changes occur by all employees. Those employees who do not have outside employment must acknowledge same on the "Outside Employment Request" form.

3. Employees shall notify the Deputy Chief when the employment is terminated.

4. Only one "Outside Employment Request" per job shall be submitted.

5. Employees desiring to work outside employment, for compensation, must complete and receive approval on an "Outside Employment Request" form. If there is not sufficient time to obtain written approval, verbal authorization may be granted by the employee's immediate supervisor, or in his/her absence, by the Section Administrator. The employee will then submit an "Outside Employment Request" form at the beginning of his/her next shift.

6. The outside employment request will only be valid during the days and hours indicated on the form.

7. Whenever outside employers change, or new employment or a contract for service commences, the employee must file an amended "Outside Employment Request." Only one Request needs to be filed for any one year if the service
Outside Employment / Movie Jobs

is of a nature that many similar clients would normally be served (e.g. home roofing, teaching, tax preparation); however, the department head must note this exemption on the original approved Request.

8. Outside employment shall cease when the outside work is interfering with performance of the employee's City job or if the employment appears to generate a conflict of interest.

1041.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

(a) Employees should consider that sick leave may not be allowed for an absence as a result of a job injury or occupational disease incurred while employed by someone other than the City of Pasadena.

(b) Industrial insurance provided as a condition of city employment may not cover an employee injured while working for an employer other than the City of Pasadena.

(c) Employees injured while taking police enforcement action may be granted industrial insurance coverage only after review and approval by the city's industrial insurance carrier.

(d) Employees aggrieved by the denial of an outside employment request shall utilize the established grievance procedures when an employee disagrees with the Deputy Chief's determination.

(e) Job attendance, tardiness or the inability to adequately perform the job will be considered when reviewing a request for outside work.

(f) Employees are reminded to comply with all Federal, State, Local regulations and provisions concerning their particular outside employment.

1041.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

(a) For the purposes of this policy, overtime jobs are jobs assigned and worked beyond the employees regular scheduled work week. Overtime jobs refer to movie and outside jobs (e.g., Rose Bowl events).

1. Sign-ups for overtime jobs will be posted in the Department 'Sharepoint' system. Interested officers should enter their names, I.D.#s, and shift on the sign-up sheet. Failure to include required information will exclude an employee from consideration.

2. A computerized "Rotation Time-log" is maintained by the Event Planning Section showing the accumulated hours of overtime jobs that each employee worked. Selection of assignment to a job will be based on the lowest number of hours previously worked, in conjunction with the length of time, for the overtime job and subsequent impact on the employee's regular assignment.
Outside Employment / Movie Jobs

Overtime jobs (movie/outside jobs) are maintained independently as categories for accumulation for a one year period starting every January 1st.

(b) Responsibility

1. The assigned employee is responsible to see that police service is provided. In circumstances beyond the control of the officer, such as being subpoenaed to court, illness or injury etc., the Event Planning Section, after being promptly notified, will find a substitute. Under these circumstances, the original officer will not be charged with any time on the rotation time-book.

2. Officers who sign up to obtain an outside or movie job will be presumed to be available for assignment to the particular event. If for his or her own convenience, the assigned officer no longer wishes to work the job, it will be their own responsibility to contact the Event Planning Section and find a suitable replacement.

(c) Hours

1. The sum of hours worked on a regular workday, plus an overtime job (movie/outside) should not exceed 18 hours in any 24 hour period absent an emergency need. At the discretion of the section or watch administrator, in lieu time may be used to meet this requirement. Officers working the 3/12 schedule cannot work an overtime job the same day as a 12 hour shift except after the final day of the officer's work week.

   (a) Any job request for 12 hours or more may be split into two equal time increments.

(d) Job Notification

   (a) To insure that officers are aware of their selection, the Event Planning Section will notify them verbally or by e-mail and forward a copy of the job order to each assigned officer.

(e) Eligibility

   (a) Probationary officers assigned to an F.T.O. are not eligible to sign-up for overtime jobs, unless a supervisor is also working the job. Officers on light duty or suspension are not eligible to sign up for outside or movie jobs.

(f) Performance

   (a) All personnel working outside jobs and movie jobs are subject to performance reviews. Unsatisfactory performance may result in disciplinary action.

(g) Radio Communications
Outside Employment / Movie Jobs

(a) The assigned officer(s) shall be equipped with a portable radio and monitor radio traffic during their assignment. If no call letters have been specified prior to the assignment, personnel will advise the dispatcher of their identity and location.

(h) Individual Requirements

(a) Officers shall conduct themselves in a professional manner at all times, recognizing the priority to protect community rights and interests over that of outside employers and movie companies.

(b) All department personnel are expected to be attired in the proper reporting uniform and necessary equipment to complete the assignment.

(c) All personnel shall carry I.D., a notebook, pen or pencil while on outside or movie jobs. They will also have immediately available a citation book and impound forms.

(d) Personnel shall report for duty at the assigned location on time.

1041.2.3 MOVIE JOBS

(a) General Information

1. Special instructions in regards to movie jobs, outside jobs and Rose Bowl stadium policies are located in the Personnel Guide for Outside/Movie Jobs, which is stored in the Event Planning Section.

2. Employees are expected to make themselves readily available and assist the movie company in every way possible within the guidelines of the permit and statutes.

3. Employees will eat on location of the job and only when authorized by contractor. If more than one employee is on duty, times for eating will be split evenly among employees. Employees should bring or purchase their own food unless otherwise provided.

4. No employee will leave a location of outside employment before relieved or the job is completed, unless specifically authorized to do so by the contractor, their representative or the Event Planning Section.

(b) Early Job Completion

1. Should the company finish earlier than anticipated, the officer assigned shall be compensated 6 hour minimum or the actual hours worked, whichever is greater. This information must be noted on the overtime slip, on the “Job and Location” line.

(c) Employment Papers and Vouchers

1. Personnel assigned will not sign any papers or vouchers for pay, nor accept cash or check for worked performed from any outside employer or movie company representative. The outside employer will be billed by the city.
Outside Employment / Movie Jobs

(d) City Vehicles

1. City vehicles may not be used as transportation to and from outside jobs unless authorized by the Event Planning Section, even if the employee has a department assigned vehicle. If the permit requires the use of a city vehicle, they will be charged for the vehicle use at the prevailing rate. NO CITY VEHICLE will be used as part of a movie without the express permission of the Police Chief.

(e) Notification

1. Employees shall notify the Event Planning Section, City Film Coordinator, or the on-duty Watch Commander of any requests for changes or problems that may be encountered; i.e., longer hours than contracted, a change in location, neighborhood complaints, etc.

(f) Individual Requirements

1. Officers working movie details shall not knowingly participate in any movie without the express permission of the Chief of Police.

2. Reading, watching television, excessive use of cell phones or sitting in vehicles (unless directly related to the detail) while working outside/movie jobs is not professionally appropriate or sanctioned. Officers will remain visible and alert at all times.

3. Officer(s) should bring parking cites and impound forms to handle traffic issues related to the detail, eliminating the need to summon a field officer or traffic employee from other duties elsewhere.

4. Officers are required to wear class “A” or “B” uniform unless specified differently by a particular assignment.

(g) Responsibilities

1. The Police officer's responsibility encompasses the interests of the City of Pasadena and its citizens. City liability and public safety are the officer’s principal concerns.

(h) Cancellation

1. Cancellation of an agreement must be made by the filming company by noon on the previous day or more in advance of the assigned date. If cancellation does not meet this requirement, the officer(s) assigned shall be paid for a minimum of 6 hours of work. If a cancellation occurs within the time limit, the word "cancellation" must be noted on the "Job and Location" line of the Overtime Request slip.

1041.3 PROHIBITED OUTSIDE EMPLOYMENT
Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:
Outside Employment / Movie Jobs

(a) Involves the employee’s use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage

(b) Involves the employee’s receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee’s duties as a member of this department

(c) Involves the performance of an act in other than the employee’s capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department

(d) Involves time demands that would render performance of the employee’s duties for this department less efficient

1041.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT
Consistent with the provisions of Penal Code § 70, any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside extra duty overtime assignments will be assigned, monitored and paid through the Department.

(a) The applicant will be required to enter into an indemnification agreement prior to approval.

(b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.

(c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:
   1. The officer(s) shall wear the departmental uniform/identification.
   2. The officer(s) shall be subject to the rules and regulations of this department.
   3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
   4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
   5. Outside security services shall not be subject to the collective bargaining process.
   6. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.
1041.3.2 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Unit or Section Commander, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

POLICY MODIFIED 3/18
Military Leave

1042.1 PURPOSE AND SCOPE
This policy provides guidance to those Pasadena Police Department employees who are members of the United States Army, Air Force, Coast Guard, Navy and Marine Corps reserve components, or who are subject to active duty recall.

1042.2 MANDATORY COMPENSATION
(a) In compliance with the mandates of the Military and Veterans’ Code and city policy, it is the policy of this department to provide payment of regular compensation to eligible employees ordered to active military duty.

(b) Active military duty is defined as annual training, specialized training for a specific temporary period, or military service for an extended period. This does not include periods of inactive duty training (monthly drill, etc.)

(c) Rate of payment of compensation shall be governed by existing Memorandums of Understanding or by the Salary Resolution in the absence of a Memorandum of Understanding.

(d) Compensation will be based on 174 working hours during an average thirty calendar day period. As specified by the Military & Veterans’ Code, military leave time off will be calculated on a fiscal year basis (July 1 through June 30) rather than the calendar year.

(e) An eligible employee is defined as a city employee with city employment of not less than one year preceding said military duty.

1042.3 REQUIREMENTS
(a) Any department employee anticipating a call to active military duty shall notify his division commander, in writing, of anticipated dates of absence.

(b) If an employee has the opportunity to select one of several periods for active duty, the employee shall include this information in the above mentioned notification. The division commander may then suggest the date that would be most appropriate for departmental efficiency.

(c) When an employee is actually ordered to active duty, or when the employee becomes aware that a definite date has been established for assignment to active duty, the employee shall immediately submit a leave of absence request.

(d) Requests for leave of absence shall be submitted with a copy of the employee's military orders attached at least four weeks prior to the date scheduled for such training. This request shall be submitted in duplicate to the concerned division commander through the appropriate chain of command.
Military Leave

(e) Employees called to active duty will follow the procedures in the Military Leave Resource Handbook.

(f) Employees called to active duty for an extended deployment will be temporarily attached to the Military Liaison Unit for two days no later than two weeks prior to deployment for check-out.

1042.4 REFERENCE
See Military Leave Resource Handbook.
Occupational Disease and Work-Related Injury Reporting

1043.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries.

1043.1.1 DEFINITIONS
Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1043.2 POLICY
The Pasadena Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers’ compensation requirements (Labor Code § 3200 et seq.).

1043.2.1 INJURIES REQUIRING MEDICAL CARE
All work related injuries and work related illnesses requiring medical care must be reported to the employee’s supervisor and a claim form shall be provided to the injured employee within 24 hours from the time the injury was discovered, excluding weekends and holidays.

1043.2.2 ACCIDENT DEFINED
Accident - is defined as any occurrence from which bodily injury or property damage may result, regardless of whether any injury or damage actually does occur (e.g., exposure where no immediate injury is apparent).

1043.2.3 EMPLOYEE’S RESPONSIBILITY

(a) If an employee is injured on the job, they must immediately notify a supervisor of the injury and the circumstances surrounding it. Any delay in doing so could prevent the injured employee from receiving immediate or appropriate medical treatment or entitled benefits including time off with pay. If the injured employee is unable to make the notification, an employee having knowledge of the incident shall ensure that a supervisor is immediately notified.

(b) When a supervisor has become aware that an employee has been injured while working, they shall do everything practical to insure the safety and comfort of the injured employee. This would include taking whatever steps are necessary and reasonable to prevent an immediate similar or related occurrence. If medical treatment is necessary, the supervisor will see that the injured employee is provided prompt medical treatment at the scene or is provided transportation for medical treatment to the appropriate facility.
(c) Supervisors are responsible for completing the required investigative and advisory forms:

1. State of California, Employers Report of Occupational Injury or Illness (Form 5020) "This report shall be completed on all reports of an injury. This form must be completed as soon as possible after notification of the injury. It must be forwarded to the appropriate city departments within 24 hours of the notification of an injury. Be sure to include a complete description of the activity the employee was involved in when the injury was sustained. The supervisor must pay particular attention to the Prevention section and satisfy the obligation to prevent a future occurrence.

2. City of Pasadena " Report of Occurrence form - This form must be completed as soon as possible after notification of the injury. It must be forwarded to the appropriate city departments within 24 hours of the notification. The supervisor must pay particular attention to the Prevention section and satisfy the obligation to prevent a future occurrence.

3. Employees' Claim For Workers' Compensation Benefits form - The workers' compensation form must be given to the injured employee immediately after notification of an injury or as soon as practical thereafter. The Employees' Claim For Workers' Compensation Benefits must be signed by the supervisor and submitted to Workers Comp, City Hall Finance, within one day of receipt from the employee.

(d) Should an employee require medical treatment at the approved medical facility, supervisors are responsible for the completion and distribution of a "treatment authorization" form. Whenever possible, a supervisor should accompany the injured employee to the hospital or treating physician's office, conferring with medical staff about the injury and follow up treatment and duty status. The supervisor shall respect the privacy of the injured employee and not enter the exam room while the physician is attending to the injured employee.

(e) Unless an employee has a pre-designated treating physician form on file with the City, they should be directed to the Center for Occupational Health between the hours of 8:00 am and 4:30 pm, Monday thru Friday. After hours they should be directed to the Primary Care Clinic at Huntington Memorial Hospital, between 4:30 pm to 10:00 pm. During any other hours they should be sent to the Emergency Room of the Huntington Memorial Hospital. The authorization for treatment form must also be filled out and submitted to the treating facility prior to treatment or as soon as practical.

(f) Depending upon the nature of the injury, appropriate notifications should be made to police department staff and other City department heads, i.e., Worker's Comp, City Attorney, Safety Officer. In the event of a traumatic or serious injury the Human Resources Department must be notified immediately. In all cases, the Watch Administrator must be notified of any employee injury.

(g) At first opportunity the involved supervisor shall conduct an investigation into the circumstances leading up to the event(s) that caused the injury. The supervisor must evaluate the claim of injury for validity in those cases where there are no independent witnesses or obvious indications that the injury is work related. This may include
contacting other employees and individuals who may have knowledge as to what occurred. Because of the nature of the job, not all incidents resulting in an injury are predictable; therefore, awareness is a key preventive measure.

(h) In those cases of a severe injury requiring family notification, the involved supervisor/administrator should first check the employee’s personal notification form to see who has been designated to be notified in such an event. A supervisor may also want to give consideration to using the services of a department Chaplain in any event involving major trauma to an employee.

(i) In the event that an employee requires medical attention for a previously reported injury where medical treatment was initially declined by the employee or for an injury that was not reported but now needs treatment, the employee shall immediately notify a supervisor or the Watch Commander. Unless the work related injury is such that immediate care is necessary at the closest medical facility, the employee shall be directed to Occupational Health or Huntington Memorial Hospital, depending on the hour, for treatment. The supervisor will comply with the investigative responsibility to ensure that the injury is work related in the event that the injury was not previously reported.

(j) Whenever it has been determined that an employee will be off duty for more than 14 calendar days, the concerned administrator should re-assign the employee to Administrative Services until returned to full duty or an approved modified work schedule. At all times, it shall be the employee’s responsibility to keep the department informed of their medical status either through their supervisor or the administrative section.

(k) All employees must be familiar with the City of Pasadena MANUAL OF PERSONNEL AND ADMINISTRATIVE RULES, Section 6.20, Job Related Illness or Injury. It can be found on the City of Pasadena Intranet site at URL http://citynet/hr/Policies/6_20.doc

1043.2.4 SUPERVISOR’S RESPONSIBILITY
A supervisor learning of any work-related injury, illness or accident shall promptly prepare the appropriate forms as outlined in this policy. Updated copies of forms with instructions for completion provided by Risk Management are kept in the Sergeant’s office.

For work-related accidents, injuries or illness not requiring professional medical care, a Supervisor’s Report of Injury form shall be completed in triplicate. All copies of the completed form shall be forwarded to the supervisor’s Division Commander, through the chain of command.

When an accident, injury, or illness is reported initially on the Supervisor's Report of Injury form and the employee subsequently requires professional medical care, the State of California Employer’s Report of Occupational Injury or Illness form shall then be completed. The injured employee shall also sign the form in the appropriate location.

Every injured employee must be provided with a Claim for Workers’ Compensation Form (DWC-1) within 24 hours, regardless of the nature of illness or injury.
Occupational Disease and Work-Related Injury Reporting

Copies of any reports documenting the accident or injury should be forwarded to the Division Commander as soon as they are completed.

1043.2.5 CHIEF OF POLICE RESPONSIBILITY
The Chief of Police or his/her designee shall review and forward copies of the report to the Department of Human Resources. Any copies of the report and any related documents retained by the Department shall be filed in the employee's confidential medical file and not in the employee's personnel file (see Policy 1026).

1043.3 SETTLEMENT OFFERS
When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to Internal Affairs Lieutenant as soon as possible. The Internal Affairs Lieutenant will then notify the Worker's Compensation Supervisor as soon as possible.

1043.3.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police and Internal Affairs Lieutenant with written notice of the proposed terms of such settlement. The Internal Affairs Lieutenant will then notify the Worker’s Compensation Supervisor of the proposed settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member’s right to receive compensation is not affected.
Personal Appearance Standards

1045.1 PURPOSE AND SCOPE
In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1045.2 GROOMING STANDARDS
Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1045.2.1 HAIR
Hairstyles of all members shall be neat in appearance and a conservative style and color. While in uniform, the hair shall be worn in a manner which does not affect safety or the wearing of safety equipment.

a) Male sworn member's hair must not extend below the top edge of the uniform collar. The hair shall not extend over the top of the ears.

b) Female sworn member's hair must not extend below the bottom edge of the uniform collar. The hair shall not extend over the top of the ear.

c) Male and female civilian employees shall keep their hair neat, clean, well-groomed and worn in a conservative style and color at all times while on duty.

d) The department recognizes protective hairstyles per Government Code 12926.

1045.2.2 MUSTACHES
A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1045.2.3 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1045.2.4 FACIAL HAIR
Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee. Employees shall be clean shaven when reporting for duty.
1045.2.5 FINGERNAILS
Fingernails shall be trimmed so that they do not pose a safety hazard to officers or others or impede an employee's ability to properly operate issued equipment.

If female uniformed police personnel desire to wear nail polish, it must be matching on each fingernail and conservative in nature. Airbrush designs and nail accessories are prohibited.

1045.2.6 JEWELRY AND ACCESSORIES
(a) No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

1. Employees in non-uniform assignments may wear necklaces that are visible if they conform to the doctrines of decorum and professionalism.

(b) Earrings shall not be worn by male uniformed sworn members, detectives or special assignment personnel without permission of the Chief of Police or his/her designee.

1. Females in uniformed assignments may wear one conservatively styled stud (matching) in each earlobe.

2. Females in non-uniformed assignments may wear conservatively styled earrings that do not extend more than one inch below the earlobe (hoop or pendant). Earrings must be matching and hang from the earlobe.

(c) Uniformed personnel may wear rings and watches of a conservative style. Only one ring may be worn on each hand of the employee while on-duty.

(d) Medic alert bracelets are authorized.

1045.3 TATTOOS
While on duty or representing the Department in any official capacity, employees will conceal tattoos or other body art. At no time while on duty or representing the Department in any official capacity, shall any tattoo or body art be visible.

1045.4 BODY PIERCING OR ALTERATION
Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth

(d) Branding or scarification.

(e) Facial piercing (i.e. nose, eyebrow, cheek)

(f) Decorative dental appliances or implants.
1045.5 EXEMPTIONS
Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.
Uniform Regulations

1047.1 PURPOSE AND SCOPE

The uniform policy of the Pasadena Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should refer to the Department Approved Uniform Matrix for assignment-specific uniform requirements. Employees should also refer to the following associated Policy Manual sections:

Section 700 - Department Owned and Personal Property
Section 701 - Personal Equipment
Section 1024 - Body Armor
Section 1044 - Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Chief of Police is the final authority regarding authorized uniform and equipment items used while on duty.

The Pasadena Police Department may provide replacement uniforms for all employees required to wear them. Uniforms will be replaced at City expense if they become damaged while on duty. Employees shall refer to the current memorandum of understanding between the City of Pasadena and their respective bargaining unit for uniform allowance and replacement guidelines.

1047.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

(a) Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need. For uniformed personnel, the Pasadena Police department authorizes Class A, B and C uniforms.

(b) The following job classifications have been designated as uniform personnel:

1. Chief of Police
2. Deputy Chief
3. Commander
4. Lieutenant
5. Administrator
6. Sergeant
7. Supervisor
8. Corporal
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9. Officer
10. Community Services Officer
11. Forensics Specialist
12. Police Dispatcher
13. Police Records Technician
14. Property & Evidence Technician
15. Police Support Assistant
16. Park Safety
17. Jailor
18. Cadet

(c) Except when assigned to plainclothes duty, or when excused by the Police Chief, the aforementioned personnel, while on duty, shall wear only that uniform hereinafter prescribed for their appropriate rank, as set forth by the Equipment Committee and approved by the Chief of Police. The uniform shall not be worn off duty, except to and from work, and then identifying portions of the uniform must be properly concealed (unless in a department vehicle).

(d) All sworn personnel will wear the authorized uniform as indicated in this section. Alterations to fit the body contour of individual officers are authorized. The first sets of these items shall be purchased and maintained by the individual officer. Except for shoes, bicycle shoes, boots, socks, belt and polo shirts, the department will replace uniforms for damage incurred in the discharge of duties in accordance with uniform replacement procedures (See Section 1046.7).

1. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

2. All uniformed personnel of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

3. Personnel shall wear only the uniform specified for their rank and assignment.

4. The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications.

5. All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

6. Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

7. Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
Uniform Regulations

8. If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

9. Employees are not to purchase or drink alcoholic beverages while in uniform.

10. Illuminated or multicolored sunglasses will not be worn with any Department uniform.

11. Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or his designee:
   (a) Wrist watch
   (b) Wedding ring(s), class ring, or other ring of conservative design. A maximum of one ring/set may be worn on each hand
   (c) Medical alert bracelet

12. Headgear -
   (a) The regulation soft hat shall with visor be worn squarely upon the head in a military manner (i.e.; the tip of the visor should rest approximately two fingers above the eyebrows). When courtesy requires, officers should remove their soft hats.
   (b) OPTIONAL HEAD GEAR-
      1. Campaign Hat- is optional for all uniformed employees with Class B Uniform.
      2. PPD Baseball Cap- may be worn during inclement weather or periods of long exposure to the sun with Class B Uniform.
      3. PPD Knit cap- may be worn between the hours of 2100 and 0700 during periods of cold weather
   (c) Helmets - Sworn uniformed personnel will have the department-issued Ballistic helmet available at all times when on duty. The wearing of helmets will be at the discretion of the officer except when ordered to do so by a supervisor.
      1. When worn, the helmet will be positioned on the head, centered and straight, with chin strap fastened.
      2. The department-issued motorcycle helmet will be worn when operating a city-owned motorcycle.
      3. The department-issued safety helmet will be worn when operating a city-owned enforcement scooter.

13. Duty belt - The Duty ("Sam Brown") belt shall be worn squarely around the waist and not allowed to sag or protrude below the trouser belt line. Belt keeper straps may be worn, if necessary.
   (a) Footwear and Leather Equipment - shall be maintained in good condition and polished. They shall be replaced when they become cracked or worn out.
14. Uniform - Uniforms shall be clean, neatly pressed and maintained in good repair at all times. Employees are expected to replace any item of the uniform which becomes faded or excessively worn. Articles of the uniform which require repair or which have been patched or repaired, will not be worn unless the patch or repair is inconspicuous.

(a) Trousers: Uniform trousers, Class A/B/C, as issued by the Department, shall be navy blue, 100% wool.

1. OPTIONAL- Class B/C uniform the Blauer navy blue trouser, model #8565. The cost difference of the optional class B/C trousers is upon the employee to pay.

2. Motor Officers- Class A/B trousers shall be navy blue, all wool motor britches with Pasadena (gold) stripe.
   (a) OPTIONAL- Motor Officers Class C trouser shall be the Tourmaster Flex LE Over the Boot Motorcycle Pants, navy blue, with gold and blue piping down the sides.

(b) Shirts: Uniform Class A/B uniform shirts, as issued by the Department, shall be navy blue, 100% wool.

1. Long sleeve- Class A uniform shirt: Department-issued, navy blue, 100% wool uniform shirt. Sworn personnel must wear a black clip-on necktie with tie-bar (required for funerals)
   (a) OPTIONAL- PPD turtleneck, mock turtleneck or dickie undergarment with the long sleeved shirt may be authorized for certain events.
   (b) OPTIONAL- Class B long sleeve uniform shirt shall be the Blauer navy blue, model #8446. The cost difference of optional class B shirt is upon the employee to pay. Sworn personnel in Class B uniform must wear a black crewneck T-Shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. Undershirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or non-black T-Shirts will be exposed.

2. Short sleeve- Class B uniform shirt: Department-issued, navy blue, 100% wool uniform shirt. Sworn personnel in Class B uniform must wear a black crewneck T-Shirt with the short-sleeved shirt and the long-sleeved shirt. All buttons must be buttoned with the exception of the collar button. Undershirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or non-black T-Shirts will be exposed.
   (a) OPTIONAL- Class B short sleeve uniform shirt shall be the Blauer navy blue, model #8446. The cost difference of optional class B shirt is upon the employee to pay. Sworn personnel in Class B uniform must wear a black crewneck T-Shirt with
the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. Undershirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or non-black T-Shirts will be exposed.

3. **OPTIONAL** – Employees may purchase a Blauer Armorskin Base Shirt to be worn under their department approved outer vest carrier. The Armorskin Base Shirt shall be worn only when accompanied by an outer vest carrier worn over it during enforcement duties. Personnel must purchase the appropriate Armorskin Base shirt to match their uniform pants (Full wool pants, or Polyester Wool Blend BDU style pants). Blauer Armorskin Base Shirt style #8472 (Short Sleeve Wool) and style #8471 (Long Sleeve Wool) shall be worn when the employee has traditional 100% wool uniform pants. Blauer style #8372 (short sleeve polyester wool blend) and style #8371 (long sleeve polyester wool blend) shall be worn when the employee has the Blauer polyester wool blend BDU style pants (Style #8565). The color for all Armorskin Base shirts shall be “dark navy.” The Blauer Armorskin base shirts shall have an embroidered soft badge on the employee’s left chest (Anton Penny Gold 2.5” wide by 3.5” high). The Officer’s name shall be embroidered on the right chest (Anton Penny Gold 1” letters).

4. **OPTIONAL**- Class C polo shirt: Employees may purchase a department-authorized polo shirt (See Section 1046.3.a.1.c.1 for specifications) for non-enforcement activities.

   (c) Trouser belt: Black leather or synthetic, basket weave design, either without a buckle or with a chrome buckle.

   (d) Footwear-

   1. Class A: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black socks OR black boot with leather toe, _highly polished_, with black laces or zippers. Patent-leather or Corfram is authorized.

   2. Class B: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black socks OR black boot with leather toe, buff-polished, with black laces or zippers.


   4. Any other type of footwear must be approved by the Chief of Police or his designee.

   (e) Cloth Badges- May be worn on all uniform jackets, and tactical vests in lieu of the metal badge.

   (f) Name tags- whether metal, cloth or embroidered all name tags will have the employee’s first initial and last name.
(g) Duty jacket- black, displaying embroidered name tags bearing first initial and the last name of the wearer. The name tags will be centered immediately above the top of the right breast pocket. A cloth badge will be centered above the left breast pocket and shoulder patches affixed .5" below sleeve seams.

1. OPTIONAL- Motor Officers-Black leather motorcycle jacket.

2. OPTIONAL- Employees may purchase, at his/her own expense, a Blauer Softshell Fleece Jacket. The jacket shall be dark navy in color displaying an embroidered name tape bearing the first initial and the last name of the wearer. The lettering shall be gold in color. The name tape will be centered immediately above the top of the right breast seam. A cloth badge will be centered above the left breast seam and shoulder patches affixed .5" below sleeve seams.

(h) OPTIONAL- Employees may purchase, at his/her own expense, an "Outer Vest Carrier" which will allow officers and civilians to wear a body armor vest as the outer-most garment. This will allow the officer and civilians to easily remove the vest while in the station, to allow the body to cool and easily distribute equipment commonly worn on the Sam Browne belt. Two outer vest carriers are approved for duty use and the specifications are outlined below. Manufacturer changes to outer vest carriers occur as technology advances. Therefore, any outer vest carrier with significant design changes must be approved by the Uniform Committe before purchase and use.

1. Second Chance Body Armor, Tactical Assault Carrier (standard tactical Molle design). The tactical outer carrier shall be black in color and display a cloth PPD badge above the left breast and a cloth name tape affixed above the right breast. The lettering shall be gold in color. A black cloth patch stating "Police," "CSO," "Forensics," or "Park Safety" shall be affixed to the back of the carrier and the writing shall be gold in color.

2. Blauer, Armor Skin (Style#8470 or #8470-3). This outer carrier is designed to match the Blauer uniform shirt (#8470) or standard wool uniform shirt (#8470-3) and shall be Dark Navy in color. This outer vest carrier shall match the fabric of the wearer's uniform.

(a) Second Chance Body Armor outer vest carriers may be fitted with the listed attachments as the employee deems necessary in compliance with policy 701.2:

1. ASP pouch
2. Oleoresin Capsicum pouch
3. Flashlight pouch
4. Handcuff pouch
5. Audio recorder pouch
Uniform Regulations

6. BWC mount
7. Utility pouch
8. TASER® pouch/mount (weak side attachment only)
9. Portable radio pouch
10. Magazine pouch
11. Medical pouch
12. Key keeper

(b) Equipment not authorized to be affixed to the tactical outer carriers, in accordance with section 1046.8 includes:
1. Firearms
2. Exposed fixed blade knives

(c) The Second Chance Body Armor outer vest carrier shall not be worn at the following events unless approved by the Chief of Police or his/her designee:
1. Rose Bowl events
2. Sporting events
3. The Rose Parade
4. In conjunction with class "A" uniforms
5. Any event at the discretion of the Chief of Police or his/her designee

(i) OPTIONAL- Employees may purchase, at his/her own expense, a duty belt suspension system (suspenders). This system is designed to remove the weight of the duty belt off the hips and lower back. At no time should the duty belt suspension system be visible to the public. The duty belt suspension system may be worn over the uniform shirt and behind an exterior vest or under the uniform shirt if the employee does not wear an outer vest carrier as part of their daily uniform. The following duty belt suspension systems are approved for use. Alterations to the uniform may be required and are at the employee's expense.

1. Blauer Suspension System (Style #174-1)
2. Back Defense System (External Vest Carrier Suspenders)

1047.2.1 DEPARTMENT ISSUED IDENTIFICATION
The Department issues each employee an official department identification card bearing the employee’s name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.
Uniform Regulations

(a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1047.3 PLAINCLOTHES PERSONNEL CLOTHING STANDARDS

(a) Clothing

1. All wearing apparel and accessories shall be of a conservative nature, maintained in good repair, and consistent with a business environment. The clothing worn shall be clean and neatly pressed.

(a) Male plainclothes personnel shall wear a business suit or a sport coat and slacks with a dress shirt and tie.

(b) Female plainclothes personnel, including non-sworn, shall wear a suit, dress, or skirt/pants and blouse.

(c) Polo shirts worn by personnel as an optional Class C uniform are purchased by the employee and may be worn upon proper authorization with department issued trousers or slacks. Specific training teams may wear authorized polo shirts with tactical BDU-style trousers. Polo shirts shall conform to the following specifications:

1. Non Enforcement Polo Shirt Specs:


(b) PPD embroidered badge in Robison, “ Anton Penny Gold, 2.0 inch wide by 3.0 inch high (note, smaller dimensions) over left chest; rank or Pasadena Police on badge.

(c) Name (first initial and last name) embroidered in Robison, “ Anton Penny Gold, inch block letters over right chest.

2. For employees assigned in a "Firearms Instructor" capacity:


(b) PPD embroidered badge in Robison, “ Anton Penny Gold, 2.5 inch wide by 3.5 inch high over left chest; rank or Pasadena Police on badge.

(c) "Firearms Instructor" will be embroidered in Robison, “ Anton Penny Gold, inch block letters over right chest.

(d) "POLICE" will be embroidered Robison, “ Anton Penny Gold 3.0 inch high by 2.0 inch wide letters on back of shirt.
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(d) Exceptions-The Police Chief may, by directive, approve a change in clothing during unusual weather conditions. Division Commanders, with the approval of the Police Chief, may exempt or prescribe the wearing of any type of clothing or equipment for an assignment, the nature of which makes the regulation uniform or approved civilian apparel impractical for police purposes.

2. Shoes - shall be close-toed and maintained in good condition.

1047.3.1 SPECIAL ASSIGNMENTS CLOTHING STANDARDS

(a) Undercover Assignments - For purposes of the order an undercover assignment is defined as: An assignment where the nature of a criminal investigation requires that an officer disguise his identity as a police officer in order to substitute himself for a complainant and/or to be present when a crime takes place. Undercover assignments include "decoy" operations.

1. Officers assigned in an undercover capacity may deviate from the grooming and clothing standards otherwise specified within this general order upon approval of their supervisors.

(b) Special Assignments - For the purposes of this order, special assignments are defined as: An assignment where employees are authorized to wear civilian clothing, excluding undercover and routine administrative/investigative assignments. The nature of special assignments will vary and may be of a temporary nature, e.g., patrol officer conducting a surveillance, etc. When the interests of the department require that employees deviate from the clothing standards specified within this general order, permission will be obtained from the employee's immediate supervisor.

1. Officers will adhere to the grooming standards specified herein.

2. When wearing civilian clothing, guns will be concealed unless authorized to do otherwise.

3. When on duty in plain clothes, each officer will carry his/her police identification card and badge on his/her person.

(c) All plainclothes officers who participate in an organized tactical event, ie., service of a search warrant, arrest warrant, etc., will wear an authorized tactical outer carrier or authorized "Raid" jacket.

1047.4 RANK AND INSIGNIA

(a) Chief of Police - Authorized uniform with collar insignia of four 5/8" gold-colored, corrugated finish, metal stars, worn single point up, in tandem, 1/2" from the front of the collar on all shirts, parallel to the top and centered between the top and bottom of the collar. The jacket will have four 3/4" gold-colored, corrugated finish, metal stars
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1/4" apart when in tandem, centered on the shoulder seam, with the center of the first star 1/2" from the sleeve seam. The regulation soft hat with gold filigree on the visor and a gold-colored adjustable hat band, a campaign hat with a gold cord may be worn.

(b) **Deputy Chief** - Authorized uniform with three stars attached to the uniform in the same as manner as the Chief of Police. The same regulation soft hat, campaign hat with a gold cord may be worn.

(c) **Division Commander** - Authorized uniform with two stars attached to the uniform in the same manner as the Police Chief. The same regulation soft hat with a gold colored band,, or the campaign hat with a gold cord may be worn.

(d) **Captain** - Authorized uniform with two bars of gold-colored metal worn 1/2" from the front of the collar, perpendicular to the top of and centered between the top and bottom of the collar on all shirts. The Jacket will have two bars of gold-colored metal centered on the shoulder seam parallel to the sleeve seam with 1" between the sleeve seam and the middle of the bar. The regulation soft hat with a gold-colored band, the campaign hat with a gold cord may be worn.

(e) **Lieutenant** - Authorized uniform with single bar of gold-colored metal worn 1/2" from the front of the collar, perpendicular to the top of and centered between the top and bottom of the collar on all shirts. The Jacket will have a single bar of gold-colored metal centered on the shoulder seam parallel to the sleeve seam with 1" between the sleeve seam and the middle of the bar. The regulation soft hat with a gold-colored band, the campaign hat with a gold cord may be worn.

(f) **Senior Sergeant** - Authorized uniform with Senior Sergeant's chevrons with rocker on each sleeve of all shirts and jackets, centered on and 1/2" below the shoulder patch. The regulation soft hat with a gold-colored band, the campaign hat with a gold cord may be worn.

(g) **Sergeant** - Authorized uniform with Sergeant's chevrons on each sleeve of all shirts and jackets, centered on and 1/2" below the shoulder patch. The regulation soft hat with a gold-colored band or the campaign hat with a gold cord may be worn.

(h) **FTO Coordinator Corporal** - Authorized uniform with Corporal's chevrons and star insignia on each sleeve of all shirts and jackets, centered on and 1/2" below the shoulder patch. The regulation soft hat with a black band, or the campaign hat with a black strap may be worn.

(i) **Corporals** - Authorized uniform with Corporal's chevrons on each sleeve of all shirts and jackets, centered on and 1/2" below the shoulder patch. The regulation soft hat with a black band, or the campaign hat with a black strap may be worn.

(j) **Field Training Officer** - Authorized uniform with a chevron and star insignia on each sleeve of all shirts and jackets, centered on and 1/2" below the shoulder patch. The regulation soft hat with a black band, or the campaign hat with a black strap may be worn.

(k) **Police Officer** - Authorized uniform.

(l) **Officers in training** - (1) **Academy Dress**- Authorized tan or blue uniform (2) **During Field Training** - Authorized blue uniform.
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(m) Motor officers - will wear the arrow and wheel symbol on the upper portion of the sleeve centered on and 1/2” below the shoulder patch or rank insignia.

(n) All uniformed personnel - Longevity stripes: Blue and gold hash marks shall be worn directly onto the left sleeve of the long sleeve uniform shirt and duty jackets. Each hash mark shall represent 5 years of employment service. It shall be positioned on the left sleeve 1/2 inch above the top hem of the cuff.

(o) All uniformed personnel - Necktie: Black clip-on, available in short, medium and long lengths. Tie bar-gold, plain which is to be leveled with the seams of the Class A uniform shirt pockets.

(p) All uniformed personnel - Medals: may be worn on Class A or B shirt. The medal(s) shall be centered with upper edge along the top seam of the left pocket. Only those medals and insignias authorized by the Police Chief or his designee may be worn on any designated uniform of the Pasadena Police Department.

(q) All uniformed personnel - Shoulder Patches: The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve. The Pink Shoulder Patches: may be worn by both sworn and non-sworn employees as designated by the Chief of Police. The Pasadena Police Pink Shoulder Patch can be worn from September 17th through October 31st and shall be affixed to the long/short sleeve uniform shirt(s) in the same manner as the traditional shoulder patch mentioned above. The cost of purchasing and applying the Pink Patch is the responsibility of each employee who desires to participate in the Pink Patch Project. The Community Services Section will be responsible for overseeing the Pink Patch Project.

(r) All uniformed personnel - Nameplates/Nametapes: The regulation nameplate, or an authorized sewn on cloth nametape, shall be worn at all times while in uniform. The nameplate shall display the employee’s first initial and last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nametape to the outer edge of the pocket. When a jacket is worn, the nameplate or an authorized sewn on cloth nametape shall be affixed to the jacket in the same manner as the uniform.

(s) All uniformed personnel - Personal Pins: may be worn as designated by the Chief of Police. Personal Pins will be placed on the right breast pocket, centered between the bottom edge of the name plate and the pocket button. Pins must not exceed 0.5” x 1” and must not detract from the overall uniform appearance. The following pins are approved: US Flag, BSA Eagle Scout, GSA Gold Award, US Armed Service flag/seal, S-87 Pin, City longevity pin. All other pins shall be approved on a case by case basis by the Chief of his/her designee.

(t) All uniformed personnel - Assignment Insignias or Skill Identifier Pins: may be worn as designated by the Chief of Police. Such pins will be worn centered on the left breast pocket with the top edge of the letters flush with the top seam of the pocket. If the officer also has a department medal, the pin will be worn on the left
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breast pocket, centered between the bottom edge of the medal and the pocket button. the following Skill Identifiers are approved: SWAT, FTO, K-9.

(u) ALL UNIFORMED PERSONNEL- Badges: The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(v) MILITARY RESERVISTS AND VETERANS- Military medals: Military medals and awards may be worn on Veteran’s Day and Memorial Day (and as authorized by the Chief of Police) centered under the badge along the top seam of the left breast pocket.

1047.5 DEPARTMENT-ISSUED EQUIPMENT

(a) Sworn Personnel- The following items may be issued to the individual sworn officer; however, ownership shall rest with the department. These items shall be returned when an officer leaves this department for any reason, or at any time upon the request of a supervisor.

1. Police soft hat, navy blue with gold buttons.
2. Duty ('Sam Brown') belt, black basket weave
3. Equipment:
   (a) Holster: black, basket weave
   (b) Three magazines and magazine pouch, black, closed, basket weave
   (c) Handcuffs and Handcuff case: Closed, black, basket weave
   (d) Baton ring: black, basket weave with silver ring (optional)
   (e) Silent key holder: black, basket weave
   (f) OC Spray canister and holder: black, basket weave
   (g) Belt keepers: black, basket weave with silver buttons
   (h) Duty weapon (See policy 312)
   (i) Ammunition (See policy 312, 300)
   (j) TASER (Issued by the Patrol Sergeant when assigned to the Patrol Division)
   (k) Baton-RCB collapsible with holder
   (l) Portable radio with holder
4. Field Equipment:
   (a) Citation book holder
   (b) Whistle: plastic, black with gold link-type chain
   (c) White gloves
   (d) Name plate
   (e) Case for badge and identification
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(f) Raincoat or rain suit

(g) Shoulder patches

(h) Car duty jacket with name strip

(i) Official department badge

(j) Official department I.D. card

(k) Helmet and protective carrying case

(l) All keys issued

(m) Cap badge

(n) All department issued medals excluding service and meritorious awards

(o) Wings-helicopter pilot and observer

(p) Cloth badges

(q) Body Armor

5. Optional equipment approved by the department, may be purchased and maintained by the individual officer. However, should any item be damaged as a result of performance in the line of duty, the officer will be reimbursed according to policy. Employee- purchased equipment shall conform to the appearance of department-issued items unless authorized by the Chief of Police.

(a) Motor officer’s leather jacket

(b) Gloves, black, leather or synthetic

(c) Flashlight, black

(d) Flashlight holder, black, basket weave, leather or synthetic

(e) Secondary firearm (to be concealed) approved by the Firearms Training Team

(f) Holster, black, basket weave, leather or synthetic, (must have at least Level I retention device) approved by the Firearms Training Team

(g) Open top magazine pouch, basket weave, with retention device

(h) Leg restraint device and holder

(i) Duty (‘Sam Brown’) belt and related pouches and holders, black, basket weave, synthetic (lightweight)

(j) Campaign hat - dark blue with a black strap and a rain cover when needed

(k) Or any item approved by the Equipment Committee and the Chief of Police

1047.5.1 UNIFORM REGULATIONS-SPECIAL ASSIGNMENT

Certain authorized clothing and equipment items listed for each section may be purchased by the Unit per SOP.
Uniform Regulations

(a) AIR OPERATIONS
   (a) Green Nomex flight clothing. A subdued chest badge, Air Operations shoulder patch, American flag patch, and a back panel Police patch shall be affixed on the flight clothing in a predetermined approved manner.
      (a) Navy blue baseball cap with department logo
      (b) Brown leather or green Nomex flight jacket
      (c) Navy blue polo shirt with department logo
      (d) Flight gloves " green Nomex
      (e) Black leather boots
      (f) Flight helmet

(b) VIOLENT CRIMES SECTION
   (a) Class C, Tactical: For use during tactical operations (e.g. warrant service, SWAT call-outs). Black BDU-style trousers and long sleeve shirt with subdued patches, heavy weight Tactical vest, ballistic helmet, black boots, and other tactical equipment per unit SOP.
      (a) Tactical operation is defined as: When the highest level of potential danger exists and police personnel have information that the location to be searched or entered has a high probability of dangerous suspect(s) with weapons.
   (b) Class C, Training: For use during training operations as designated by Violent Crimes Section supervision. Olive drab BDU-style trousers and long sleeve shirt with subdued patches, tan boots, and other tactical equipment per unit SOP.
   (c) Class C, Enforcement: Black BDU style trouser, black long or short sleeve polo shirt with silk screen PPD patches, cloth badge, "POLICE" embroidered on the back, and the employee's name embroidered on the right chest area.
   (d) Collateral SWAT members are permitted to wear SWAT tactical belts while in a Class B or Class C uniforms. These belts shall not be worn with a Class A uniform. These belts may include any high risk safety equipment as normally trained with and worn by each SWAT operator per unit SOP. This equipment may include open top magazine pouches which may be worn on the tactical belt and/or outer tactical vest. Collateral SWAT members will still be required to wear the equipment listed in Policy 701.2 while in Class B or Class C uniforms.

(c) CANINE HANDLERS
   1. Black BDU-style trousers and long or short sleeve shirt with PPD patches, cloth badge and name tape
   2. Drop holster
   3. Equipment listed per Policy 318

(d) TRAFFIC OFFICERS (See 1046.2)
Uniform Regulations

1. Motor breeches with Pasadena gold stripe
2. Motor helmet with PPD logo
3. Motor Boots
4. Motor Jacket
5. Specialized rain gear purchased by traffic section

(e) MAJOR NARCOTICS AND SPECIAL INVESTIGATIONS SECTION
1. Plain clothes attire, per unit SOP
2. Class C, Tactical: Black BDU-style pants and long sleeve shirt with subdued patches, heavy weight tactical vest, ballistic helmets, black leather boots, black nylon thigh holster, and equipment per SOP. Light-weight, black windbreaker with department patches.

(f) MAJOR CRIMES SECTION
1. Business Attire

(g) ADMINISTRATIVE SERVICES
1. Business Attire

(h) COMMUNITY SERVICES
(a) Community Service Officer: Class A or B uniform with Department approved footwear per policy 1046.2 (d) 14(d).
(b) Community Services Section approved polo and tan or navy slacks (Dockers) or navy blue Blauer pants with professional appearance.
(c) Youth Advisors: Police Activities League approved polo with logo, P.A.L. approved jacket and casual pants with professional appearance.

(i) NAT (Neighborhood Action Team)
1. See Policy 454

(j) H.O.P.E. TEAM
1. Black BDU style trouser, black long or short sleeve polo shirt with silk screen PPD patches, cloth badge, "POLICE" embroidered on the back, and the employee's name embroidered on the right chest area.

(k) Crisis Negotiation Team
1. Black BDU style trouser, black long or short sleeve polo shirt with silk screen PPD patches, cloth badge, "NEGOTIATOR" embroidered on the back, and the employee's name embroidered on the right chest area.

1047.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS
Unless specifically authorized by the Chief of Police, Pasadena Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed,
Uniform Regulations

the image of another employee, or identify himself/herself as an employee of the Pasadena Police Department to do any of the following (Government Code §§ 3206 and 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1047.6.1 CIVILIAN EMPLOYEES - UNIFORM REGULATIONS

(a) Police Administrators, Supervisors, Records Technicians, Property & Evidence Technicians and Dispatchers.

1. The first sets of these items shall be purchased and maintained by the individual Police Specialist. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(a) Trousers: Uniform trousers, as issued by the Department, shall be navy blue, 100% Texturized Polyester two ply elastic. Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon.

1. Optional Trouser: Class B & C uniform. Blauer navy blue trouser, model #8565. The cost difference of the optional class B & C trousers is upon the employee to pay.

2. Optional Trouser: Class C uniform. 5:11 Technicial Stryke navy blue pant. The total cost is upon the employee to pay.

(b) Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon.

1. Short sleeve: Class B must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. T-shirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or colored T-shirts will be exposed.

2. Long sleeve: Class A must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. T-shirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or colored T-shirts will be exposed. A black tie (required for funerals) or PPD turtleneck undergarment with the long sleeved shirt. When wearing a tie all buttons must be buttoned.
3. Blue and gold hash marks shall be worn directly onto the left sleeve of the long sleeve uniform shirt and duty jackets. Each hash mark shall represent 5 years of employment service. It shall be positioned on the left sleeve, 1/2 inch above the top hem of the cuff.

4. Non-Enforcement navy blue polo shirt with logo. Class C Polo shirts worn by civilian personnel are purchased by the employee unless a polo shirt is the required dress for a particular assignment. In that instance, it will be the responsibility of the individual section to provide the shirt as a normal uniform. Polo shirts shall conform to specifications set forth by the Chief of Police.

2. The following items shall be issued to the individual PS I-III, V, Supervisor and Administrator employee; however, ownership shall rest with the department. These items shall be returned when the employee leaves this department for any reason, or any time upon the request of a supervisor.

(a) Cloth Badge
(b) Official department Police Specialist identification card
(c) All keys issued
(d) Name tape
(e) Shoulder patches

(b) Office Support Supervisor and other Civilian positions assigned to the Chief’s office.

1. The first sets of these items shall be purchased and maintained by the individual Civilian employee. With the exception of shoes, bicycle shoes, shoe boots, socks, stockings, belt and polo shirts, the Chief's Office will replace uniforms in accordance with uniform replacement procedures. Payment will be made from the departmental uniform account.

(a) Slacks: Uniform pants, as issued by the Department, shall be navy blue polyester.
(b) Shirts: Uniform shirts, as issued by the Department, shall be white and French blue cotton.
(c) Skirt: Uniform skirt, as issued by the Department, shall be navy blue, polyester.
(d) Jacket: Uniform blazer, as issued by the Department, shall be navy blue, polyester.
(e) Sweater: Uniform sweater, as issued by the Department, shall be navy blue cardigan with buttons in the front.
(f) Footwear: Black or navy, plain-toed, conservative flat or medium heel shoes and skin-toned stockings.

(g) The uniform may be used on a daily basis and on the working Fridays.

(c) Community Service Officer/Police Support Assistant
Uniform Regulations

1. The first sets of these items shall be purchased and maintained by the individual. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(a) Trousers: Uniform trousers, as issued by the Department, shall be navy blue, 100% Texturized Polyester two ply Elastic.

(b) Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon.

(a) CSO not assigned to field duty may wear non-Enforcement navy blue polo shirt with logo. Polo shirts worn by civilian personnel are purchased by the employee unless a polo shirt is the required dress for a particular assignment. In that instance, it will be the responsibility of the individual section to provide the shirt as a normal uniform. Polo shirts shall conform to specifications set forth by the Chief of Police.

(b) Blue and gold hash marks shall be worn directly onto the left sleeve of the long sleeve uniform shirt and duty jackets. Each hash mark shall represent 5 years of employment service. It shall be positioned on the left sleeve 1/2 inch above the top hem of the cuff. Embroidered gold stars will be phased out as new uniforms are purchased.

(c) Long sleeve: must wear a black tie (required for funerals), PD turtleneck or mock turtle neck undergarment with the long sleeved shirt. All buttons must be buttoned.

(d) Short sleeve: must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. T-shirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or colored T-shirts will be exposed.

(c) Necktie: Black, clip-on, available in short, medium and long lengths. Tie bar, gold plain.

(d) Footwear: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black or dark blue socks; or Boots, black, with leather toe, polished, with black laces or zippers.

(e) Black duty jacket:

1. Black, displaying embroidered name tags bearing first initial and last name of the wearer. The name tags will be centered immediately above the top of the right breast pocket.

(f) Trouser belt: Black leather, basket weave design, either without a buckle or with a chrome buckle.

(g) Cloth Badges: May be worn on all uniform jackets in lieu of the metal badge
Uniform Regulations

2. The following items shall be issued to the individual C.S.O. however ownership shall rest with the department. These items shall be returned when a C.S.O. leaves this department for any reason, or any time upon the request of a supervisor.
   (a) Official department blue cap with gold buttons and protective cover or the blue campaign hat with a black strap may be worn
   (b) Key ring
   (c) Pepper Spray holder
   (d) Citation book holder
   (e) Whistle: plastic black with gold link-type chain
   (f) White gloves
   (g) Name plate
   (h) Rain coat or rain suit
   (i) Shoulder patches
   (j) Car duty jacket with name strip
   (k) Cloth badges
   (l) Official department C.S.O. badge
   (m) Official department C.S.O. identification card
   (n) Pepper spray canister
   (o) All keys issued
   (p) Cap badge piece
   (q) Sam Brown
   (r) Belt Keepers: Black basket weave with or without silver buttons.
   (s) All department issued medals excluding service and meritorious awards
   (t) Body Armor

3. Optional equipment approved by the department, may be purchased and maintained by the individual civilian employee. However, should any item be damaged as a result of performance in the line of duty, the employee will be reimbursed according to policy.
   (a) Black leather gloves
   (b) flashlight
   (c) flashlight and leather carrying case
   (d) Black basket weave leather, carrying case for latex gloves (for sap pocket or Sam Brown)
   (e) Campaign hat - dark blue with a black strap and a rain cover when needed
Uniform Regulations

(f) Or any item approved by the Equipment Committee and the Police Chief

(d) Forensics Specialist

1. The first set of these items shall be purchased and maintained by the individual Forensic Specialist, with the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(a) Pants, BDU, as issued by the department, shall be black.

(b) Shirts, BDU, as issued by the department, shall be black. Long or short sleeve is acceptable.

(c) Footwear: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black or dark blue socks; or Boots, black, with leather toe, polished, with black laces or zippers.

(d) Black duty jacket:

1. Black, displaying embroidered name tags bearing first initial and the last name of the wearer. The name tags will be centered immediately above the top of the right breast pocket.

2. The following items shall be issued to the individual Forensic Specialist however ownership shall rest with the department. These items shall be returned when a Forensic Specialist leaves this department for any reason, or any time upon the request of a supervisor.

(a) Key ring

(b) Pepper Spray holder

(c) Cloth name tape

(d) Cloth PD badge

(e) Shoulder patches

(f) Rain Coat or rain suit

(g) Car Duty Jacket with name strip

(h) Official department identification card

(i) Pepper Spray canister

(j) All keys issued

(k) Duty belt (Sam Brown)

(l) Belt Keepers: Black basket weave with or without silver buttons

(m) All department issued medals excluding service and meritorious awards

(n) Body Armor

3. Optional equipment approved by the department, may be purchased and maintained by the individual civilian employee. However, should any item be
damaged as a result of performance in the line of duty, the employee will be reimbursed according to policy.

(a) Black leather gloves
(b) Department approved outer vest carrier
(c) Flashlight
(d) Black basket weave flashlight carrying case
(e) Black basket weave carrying case for latex gloves
(f) Campaign hat "dark blue with a black strap and a rain cover when needed
(g) Or any item approved by the Equipment Committee and the Police Chief

4. The following uniform for Forensics Specialist is for formal situations and/or as directed by the Supervisor of the section.

(a) Trousers: Uniform trousers, as issued by the Department, shall be navy blue, 100% Texturized Polyester two ply Elastic.
(b) Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon. Specialist patches on sleeves.

1. Blue and gold hash marks shall be worn directly onto the left sleeve of the long sleeve uniform shirt and duty jackets. Each hash mark shall represent 5 years of employment service. It shall be positioned on the left sleeve 1/2 inch above the top hem of the cuff. Embroidered gold stars will be phased out as new uniforms are purchased.

2. Long sleeve PS-VI’s must wear a black tie (required for funerals), PD turtleneck or mock turtleneck undergarment with the long sleeved shirt. All buttons must be buttoned.

(e) JAILOR

1. The first set of these items shall be purchased and maintained by the individual jailer. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(a) Black basket weave belt.
(b) Footwear: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black or dark blue socks; or Boots, black, with leather toe, polished, with black laces or zippers.
(c) Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon. (1) Short sleeve: Jailers must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button.
Uniform Regulations

(d) Trousers: Uniform trousers, as issued by the Department, shall be blue, 100% Texturized Polyester two ply elastic. Employees have the option to purchase the navy Blauer trousers (model #8655) for Class B uniform.

(e) The following items shall be issued to the individual jailer; however, ownership shall rest with the department. These items shall be returned when a jailer leaves this department for any reason, or any time upon the request of a supervisor.

1. Official department cloth badge
2. Official department identification card
3. All keys issued
4. Name plate
5. Shoulder patches
6. Pepper spray holder
7. Pepper spray canister
8. Handcuff case/handcuffs
9. Key ring
10. Radio holder

(f) PARK SAFETY:

1. Optional equipment approved by the department, may be purchased and maintained by the individual civilian employee. However, should any item be damaged as a result of performance in the line of duty, the employee will be reimbursed according to policy.

(a) Black leather gloves
(b) Flashlight and leather basket weave carrying case
(c) Black basket weave leather, carrying case for latex gloves (for sap pocket or Sam Browne)
(d) Campaign hat - dark blue with a black strap and a rain cover when needed
(e) Or any item approved by the Equipment Committee and the Police Chief

2. The following items shall be issued to the individual PSS however ownership shall rest with the department. These items shall be returned when a PSS leaves this department for any reason, or any time upon the request of a supervisor.

(a) Official department blue cap with gold buttons and protective cover or the blue campaign hat with a black strap may be worn
(b) Key ring
(c) Pepper Spray holder
(d) Citation book holder
(e) Whistle: plastic black with gold link-type chain
(f) White gloves
(g) Name plate
(h) Rain coat or rain suit
(i) Shoulder patches
(j) Car duty jacket with name strip
(k) Cloth badges
(l) Official department PSS badge
(m) Official department PSS identification card
(n) Pepper spray canister
(o) All keys issued
(p) Cap badge piece
(q) Sam Brown
(r) Pair of handcuffs and handcuff case
(s) Belt Keepers: Black basket weave with or without silver buttons.
(t) All department issued medals excluding service and meritorious awards
(u) Armored Vests

3. The first set of these items shall be purchased and maintained by the individual Park Safety employee. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with uniform replacement procedures.

(a) Trousers: Uniform trousers, as issued by the Department, shall be navy blue, 100% Texturized Polyester two ply elastic. Employees have the option to purchase the navy Blauer trousers (model #8655) for Class B uniform.

(b) Shirts: Uniform shirts, as issued by the Department, shall be light blue, synthetic, tropical weave, 65% Darcon Polyester, 35% Avril Rayon.
   1. Short sleeve: PSS’S must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. T-shirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or colored T-shirts will be exposed.
   2. Long sleeve PSS’S must wear a black tie (required for funerals), PD turtleneck or mock turtle neck undergarment with the long sleeved shirt. All buttons must be buttoned.
   3. Blue and gold hash marks shall be worn directly onto the left sleeve of the long sleeve uniform shirt and duty jackets. Each hash mark
Uniform Regulations

shall represent 5 years of employment service. It shall be positioned on the left sleeve 1/2 inch above the top hem of the cuff. Embroidered gold stars will be phased out as new uniforms are purchased.

(c) Necktie: Black clip-on, available in short, medium and long lengths. Tie bar, gold plain.

(d) Footwear: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black or dark blue socks; or Boots, black, with leather toe, polished, with black laces or zippers.

(e) Black car duty jacket: a. Black, displaying embroidered name tags bearing first initial and last name of the wearer. The name tags will be centered immediately above the top of the right breast pocket.

(f) Trouser belt: Black leather, basket weave design, either without a buckle or with a chrome buckle.

(g) Cloth Badges: May be worn on all uniform jackets in lieu of the metal badge.

(g) POLICE CADET

1. The uniform shall be purchased and maintained by the individual police cadet. With the exception of shoes, bicycle shoes, shoe boots, socks, belt and polo shirts, the department will replace uniforms in accordance with the uniform replacement procedures.

(a) Black basket weave belt

(b) Light weight (wind breaker style) jacket (optional).

(c) Footwear: Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes with black or dark blue socks; or Boots, black, with leather toe, polished, with black laces or zippers.

(d) Necktie: Black clip-on with tie bar-gold plain.

(e) Shirts: Uniform shirts, shall be Twill, 65% Fortell Polyester/35% Cotton, Khaki in color. (1) Short sleeve: Police cadets must wear an all white crew neck T-shirt with the short-sleeved shirt. All buttons must be buttoned with the exception of the collar button. (2) Long sleeve: Police cadets must wear a black necktie with the long sleeved shirt. All buttons must be buttoned.

(f) Trousers: Uniform trousers, shall be Twill, 65% Fortell Polyester/35% Cotton, Khaki in color.

(g) The following items shall be issued to the individual police cadet; however, ownership shall at all times rest with the department, and such items shall be returned when a police cadet leaves this department for any reason, or any time upon the request of a supervisor.

1. Official department cloth badge

2. Official department I.D. card

3. All keys issued
4. Name plate
5. Shoulder patches

(h) Police Volunteers

1. The first uniform Shirt shall be purchased by the police department and maintained by the individual police Volunteer; however ownership shall at all times rest with the department and such items shall be returned when a police volunteer leaves this department for any reason, or anytime upon the request of a supervisor. The police Volunteer will have to choose either a long sleeve or a short sleeve shirt as the department issued shirt. Additional uniform shirts may be purchased and maintained by the individual volunteer; however ownership of all police patches and cloth badges shall at all times rest with the department and such items shall be returned when a police volunteer leaves this department for any reason. Uniform shirt shall be, white, 100% polyester (Style SS02 short sleeve or LS01 for long sleeve).

(a) Class A - Volunteer personnel must wear a white crewneck T-Shirt with the long-sleeved uniform shirt. All buttons must be buttoned and worn with a black clip-on necktie with tie-bar.

(b) Class B – Volunteer personnel must wear a white crewneck T-Shirt with the short-sleeved uniform shirt. All buttons must be buttoned with the exception of the collar button. Undershirts must not extend along the arm below the ends of the sleeves. No fishnet, open weave, or non-white T-Shirts will be exposed.

(c) The uniform trousers, footwear, basket weave belt, and necktie shall be purchased and maintained by the individual police volunteer.

1. Uniform trousers shall be black, 100% Dacro/polyester (Style P04 or similar).

2. Black lace-tied shoes and/or boots shall be worn while in uniform. Black, plain-toed, conservative Oxford or ankle-high, lace-tied shoes are approved footwear. Black, with leather toe, polished, with black laces or zippers are also approved.


4. Black basket weave belt.

(i) CAPP Volunteer - In order to become a Citizens Assisting Pasadena Police (CAPP) volunteer the volunteer shall have +10 years of service, +2000 hours of volunteer hours, or be assigned to the position of CAPP Liaison.

1. CAPP Volunteers will be issued the following equipment in addition to the above listed uniforms. However ownership shall at all times rest with the department and such items shall be returned when a police volunteer leaves this department for any reason, or anytime upon the request of a supervisor.

(a) One metal badge
Uniform Regulations

(b) Duty Jacket

(c) Station keys

(d) Official Department Identification card

(e) Official Department cloth badge

1047.7 UNIFORM REPLACEMENT

(a) The Department may replace uniforms that are damaged.

1. To ensure that requests for replacements are fair, equitable and reasonable, the following procedures are established.

2. Uniforms that are replaced due to damage as a result of performing the job will be replaced with the same uniform that was damaged at no cost to the employee (See PPOA MOU July 1, 2018 - June 30, 2021, Section F. Uniforms and Department - Issued Equipment).

3. 

4. Only reasonable tailoring will be covered in the replacement (i.e., to insure proper fit).

5. Items covered for replacement

(a) Trousers

1. Employees must pay any additional amount required to replace the optional Blauer uniform item over the standard-issue uniform price

(b) Shirt or blouse

1. Employees must pay any additional amount required to replace the optional Blauer uniform item over the standard-issue uniform price

(c) Skirts

(d) Duty jacket (heavy and light weight)

(e) Motor boots

(f) Department issued safety equipment

6. Process for replacement

(a) An equipment/property replacement request shall be completed by the concerned employee and submitted to the Section Administrator for approval. The completed form will be submitted to the Equipment Committee Chairperson by the Section Administrator.

(b) The Equipment Committee will evaluate the request. If the request is justified, the employee will be issued a vendor authorization form for the approved replacement item(s).
(c) If the request is denied, the Equipment Committee will note the reasons on the original request form and return same to the employee's Section Administrator. The Section Administrator will return the form to the employee.

1047.7.1 RETIREE BADGES
The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Pasadena Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words “Honorably Retired” clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Pasadena Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1047.7.2 PERSONAL PROPERTY REPLACEMENT

(a) The Department may replace personal property that is damaged as a result of performing the job.

1. It shall be the policy of the Pasadena Police Department to reimburse employees for reasonable losses of personal property incurred as a consequence of the reasonable and responsible discharge of their duties.

2. When an employee suffers damage or loss of personal property as a direct result of the reasonable and responsible discharge of his/her duties, that employee will make a request for a fair, equitable, and reasonable reimbursement of such loss to the Police or his designee.

(a) If the loss or damage was a result of a specific police incident, the loss or damage and an estimate of the cost of repairs or replacement shall be noted in the official police report.

(b) The employee will complete an equipment/property replacement request form and return it to his/her Section Administrator with a report indicating how the damage occurred and the actual damaged item.

(c) If the Section Administrator approves the request, the form will be forwarded to the Equipment Committee Chairperson (optional-include the actual damaged item).

(d) The request will be reviewed by the Equipment Committee. The committee will recommend whether or not the reimbursement is appropriate. The amount of the reimbursement will be sent to the Police Chief or his designee, who makes the final disposition in these matters.
Uniform Regulations

(e) Reimbursement for any single item loss shall not exceed $150.00; however, higher amounts may be awarded depending on the individual case. The amount of reimbursement will be re-evaluated every 24 months.

(f) Employees should use good judgment in the wearing of expensive personal accessories, as specific assignments tend to increase the likelihood of loss or damage.

1047.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES
Pasadena Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Pasadena Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

1047.9 INSIGNIA OF RANK
Administrator - Authorized uniform with single bar gold-colored metal with three sections alternating colors of blue and white worn 1/2" from the front of the color, perpendicular to the top of and centered between the top and bottom of the collar on all shirts. The Jacket will have a single bar of gold-colored metal sections alternating colors of blue and white centered on the shoulder seam parallel to the sleeve seam with 1" between the sleeve seam and the middle of the bar.

Supervisor, Communication Supervisor - Authorized uniform with the Sergeant's chevrons gold colored metal worn 1/2" from the front collar, perpendicular to the top of and centered between the top and bottom of the collar on all shirts. The Jacket will have Sergeant's chevrons gold colored metal worn 1/2" from the front collar, perpendicular to the top of and centered between the top and bottom of the collar.

Police Specialist - Authorized uniform with Specialist rocker on sleeves

Park Safety - Authorized uniform with PSS rocker on sleeve

Jailor - Authorized uniform with Jailor rocker on sleeve

Police Cadet - Authorized uniform with cadet rocker on sleeves

Youth Advisor - Authorized uniform

1047.10 MOURNING BADGE
Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty within the State of California.

The following mourning periods will be observed:
Uniform Regulations

(a) An officer from any California agency - From the time of death until midnight on the
day of the funeral.

(b) Funeral attendee

(c) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
As directed by the Chief of Police.

The Chief of Police or his/her designee may authorize mourning bands any time at his or her
direction and/or after a significant national event where a law enforcement officer(s) was killed
in the line of duty.

1047.11 REFERENCE
See the Department -approved Uniform Matrix.
Funeral Protocols for Department Personnel

1048.1 PURPOSE AND SCOPE
The purpose of this order is to establish notification procedures in the event of the death of any active or retired member of the Pasadena Police Department. Procedures are also established for assisting the family with the funeral and employee benefits and support for the police survivors that include family and friends. The department shall participate officially at the funeral or memorial service of any deceased member, active or retired, regular or reserve, only after receiving the approval of a member of the decedent's family or of the person acting on behalf of the decedent's family. Participation shall be with approval of the Chief of Police or his designee.

The level of participation will depend whether this was a "Line of Duty" or "Non Line of Duty" death.

The death of a police officer in the line of duty brings with it many immediate problems for the officer's family, friends and in most instances, requires the Police Department to assume an active posture concerning funeral arrangements and funeral participation. To ensure that the officer's family is given all assistance needed and the funeral is orderly and dignified, duties and responsibilities are defined in this regulation.

1048.2 DEFINITIONS
(a) Definitions
1. For the purposes of this policy, "Line of Duty" death is defined as: The death occurred when an officer intervened in a matter of police concern, under accidental conditions, or as the intentional victim of another person while on duty. "Line of Duty" death also includes an off duty death when the officer identified herself/himself as a "Police Officer" and acted in an official capacity when the death occurred, or any other death determined to be a result of the performance of duty.
2. For the purposes of this policy, "Non Line of Duty" death is defined as: The death occurred when an officer died as the result of circumstances occurring while in an off duty capacity.

1048.3 FUNERALS FOR ACTIVE PERSONNEL
(a) When the approval of the family has been received, the department's participation in the funeral may extend to the provision of:
1. The Honor Guard
2. Pallbearers
3. Motorcycle escort
4. Helicopter Fly-Over
Funeral Protocols for Department Personnel

(b) Responsibilities of the Division Commander

1. The Division Commander, or a representative, shall personally call at the home of the deceased, extend the department's sympathy, and offer every possible service to the family. Thereafter, all pertinent information shall be forwarded to Administrative Services.

(a) An officer or close friend of the deceased may be asked to assist in the notification of the death to the immediate family.

(c) Responsibilities of Administrative Services

(a) Upon receiving notification from the concerned employee's Division Commander, a member of Administrative Services shall re contact the decedent's family, become acquainted with conditions, inquire as to the family's wishes concerning departmental participation in the funeral, and render to the bereaved family every possible service and attention.

(b) In addition he or she shall:

(a) Publish a notification for all department personnel of the death of the employee.

(b) Take steps to insure notification of retired personnel where appropriate.

(c) Cause a teletype to be sent to other agencies.

(c) Forward the following pertinent information to all Section Administrators:

(a) Date of death.

(b) Name and address of funeral home.

(c) Date, time, location and type of funeral or memorial services.

(d) Place of interment and repast.

(e) Personal preferences of family regarding services (i.e. phone calls, flowers, donations, etc.).

(d) When appropriate, arrange for proper disposition of decedent's personal and department property.

(e) When official participation has been approved, the Administrative Services Lieutenant shall:

(a) Confer with the funeral director regarding necessary arrangements and plans.

(b) Assign sufficient personnel for traffic control if services or interment are within the city.
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(c) Arrange for motorcycle officers to escort the funeral procession to the cemetery.

(d) Assign officers as pallbearers, if requested.

(e) Coordinate any other necessary transportation required.

(f) Coordinate activities with the Honor Guard Sergeant/Lieutenant.

(d) Honor Guard

1. The Honor Guard Sergeant shall confer and coordinate activities with the Administrative Services Lieutenant, and will be responsible for providing the appropriate military courtesy according to the Manual of Operations.

(e) Pallbearers

1. If requested by the family, pallbearers shall be selected by the Honor Guard Sergeant, with preference given to officers who were also family friends of the decedent. They shall wear Class "A" uniforms and white gloves, unless otherwise directed, and are responsible for carrying the casket as directed by the funeral director.

(f) Motorcycle Escort

1. Upon approval of the Chief of Police, motor officers will be provided for escort. Motorcade traffic control shall be the responsibility of the funeral director. Consideration must be given to the anticipated traffic problems and size of the funeral procession which may require the assistance of the California Highway Patrol.

(g) Helicopter Fly-Over

1. Upon approval of the Chief of Police, a helicopter flyover may be included as part of the gravesite service.

(h) General Guidelines:

1. The type of funeral and degree of department participation will be at the discretion of the family.

(a) For both line of duty and non line of duty deaths, the family may request departmental pallbearers. If the family does not express a preference, the pallbearers may be from the deceased officer's division of assignment or friends who are members of the department.

(b) If an Honor Guard detail is assigned to represent the department, it shall normally consist of one sergeant and seven police officers.
2. Order of the motorcade will normally be:
   (a) Escort motors
   (b) Remainder of Pasadena Police motors
   (c) Hearse and family cars
   (d) Dignitaries
   (e) Outside agency motors
   (f) All other civilian vehicles
   (g) Unmarked Pasadena Police vehicles
   (h) Marked Pasadena Police vehicles
   (i) Fire Department vehicles, if requested
   (j) Marked outside agency vehicles

3. Traditional Religious Funeral:
   (a) If the funeral is a traditional religious funeral, the police role will be adjunct to the clergy and church's participation. In this circumstance, the Police Department pallbearers can expect to escort the casket from the altar to the hearse. Once at the gravesite, the pallbearers will normally stand at attention around the casket. If the casket is draped with the American flag, the pallbearers will fold the flag and hand it to the Chief of Police or his designee, who will present it to the surviving spouse or family member.
   (b) If requested by the family, a eulogy may be given by an officer selected by the family. If the family does not indicate a preference, it should be given by the deceased officer's Division Commander. The eulogy can be given at either the church or gravesite service in either a religious or military type funeral.

4. Gravesite Ceremonies:
   (a) The specific formation of the detail at the burial site shall be determined by the Administrative Services Lieutenant or his/her designee.
   (b) Uniformed officers are formed in ranks between gravesite and hearse by the Administrative Services Lieutenant or his designee.
   (c) Motor officers are formed in ranks opposite uniformed officers.
   (d) Uniformed officers will salute on command of the Administrative Services Lieutenant or his designee, when pallbearers carry the casket from the hearse to the gravesite.
   (e) Religious rites are conducted.
(f) Fraternal organization service (if any, i.e., Masons, Elks).

(g) Gun salute (if any).

(h) Taps (if any): Uniformed officers salute, on command of the Administrative Services Section Lieutenant or his/her designee, during taps.

(i) The flag is folded by pallbearers and given to the Chief of Police or his designee who presents it to the surviving spouse or family member. The pallbearers and flag folders salute on presentation of the flag as does the Chief of Police when making the presentation to the family.

(j) Uniform officers are dismissed by the Administrative Services Lieutenant or his/her designee at the conclusion of the ceremony.

1048.4 FUNERALS FOR RETIRED PERSONNEL

(a) Funeral procedures for retired members, if services are held within reasonable proximity to Pasadena, may be as follows:

1. The Administrative Service Section Lieutenant shall contact the family, extend the department's sympathy, ascertain whether official participation in the funeral is desired, and extend every possible service and attention.

2. Publish a notification for all department personnel of the death of the retiree.

3. Take appropriate steps to insure notification of retired personnel.

4. Forward all pertinent information to the City Finance Department.

(b) For retired sworn personnel, official participation of uniformed personnel will be limited to the following requests:

1. Two (2) motorcycle officers for escort.

2. The Honor Guard.

3. Six Pallbearers

4. Representation of Police Command Staff.

1048.5 FUNERALS FOR CIVILIAN EMPLOYEES

(a) Funeral procedures for deceased active civilian employees shall be conducted as follows:
Funeral Protocols for Department Personnel

1. The Division Commander, or a representative shall contact the family to extend the department's sympathy and offer every possible service. Department participation, if requested, shall be limited to:
   (a) Motorcycle escort for the funeral procession.
   (b) Pallbearers, who may be either sworn or civilian.
   (c) Administrative Services shall cause the appropriate entry to be made notifying all Department Personnel of the death of an employee.
   (c) If the death of the civilian employee occurred during the performance of his/her duties, it shall be the decision of the Chief of Police or his designee on the type of funeral procedure that will be given.

1048.6 FUNERALS FOR MEMBERS OF THE POLICE RESERVE
In the event of the death of a member of the Police Reserve Unit, the funeral procedure shall be the same as outlined for active personnel except if pallbearers are requested, the personnel shall be members of the Police Reserve Unit.

1048.7 FUNERAL FOR MEMBERS OF OTHER LAW ENFORCEMENT AGENCIES
In the event of the death of another law enforcement agency member, participation in the funeral services shall be in a representative capacity only, as directed by the Police Chief. The Honor Guard Sergeant shall coordinate the Department Representatives.

1048.8 MILITARY FUNERAL
If requested by the family, a military funeral consisting of folding of the flag from a flag draped coffin with formal presentation to a survivor, military gun salute, and/or playing of taps may be conducted. Resources from other agencies may be utilized for a firing party and a bugler. The officer in charge shall make sure such personnel are available before offering these services to the family. The decision to utilize the firing party and/or bugler, will be made by the family.

1048.9 OUT OF STATE BURIAL
In cases where the body of the deceased is taken out of state for burial, the Chief of Police or his designee may make special requirements for a local memorial service with the approval of the family.
Police Cadets

1049.1 PURPOSE AND SCOPE
Cadets work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

1049.2 EDUCATION REQUIREMENTS
Cadets are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Cadets shall complete six semester units of college course work per semester and senior cadets shall complete 12 units per semester.

1049.3 PROGRAM COORDINATOR
The Records Section Administrator will serve as the Program Coordinator. This supervisor will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

1049.3.1 PROGRAM ADVISORS
The Program Coordinator may select individual officers to serve as advisors for the Cadet Program. These officers will serve as mentors for each cadet. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction before contacting the Program Coordinator. One advisor may be designated as the Coordinator's assistant to lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the Program Coordinator.

1049.4 ORIENTATION AND TRAINING
Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1049.5 ROTATION OF ASSIGNMENTS
Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual considerations with the final decision resting with the Training Bureau Manager.
In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

1049.6 RIDE-ALONG PROCEDURES
All cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate Watch Commander. Applicable waivers must be signed in advance of the ride-along. Cadets shall wear their uniform while participating on a ride-along.

1049.7 PERFORMANCE EVALUATIONS
Performance evaluations for all cadets shall be completed monthly during their first year on probation. Upon successful completion of probation, cadets and senior cadets will be evaluated on a yearly basis to assess their current job performance and their potential as police officers.
Nepotism and Conflicting Relationships

1051.1 PURPOSE AND SCOPE
It shall be the policy of the department that all issues regarding nepotism shall be handled in a uniform manner consistent with City policy and legal constraints.

1051.2 REFERENCE
See City Personnel Manual section 1.25
Department Badges

1053.1 PURPOSE AND SCOPE
The Pasadena Police Department badge and uniform patch as well as the likeness of these items and the name of the Pasadena Police Department are property of the Department and their use shall be restricted as set forth in this policy. This policy will also formalize and set policy for the encasement of police badges in Lucite and the purchasing of flat badges by employees and former employees.

1053.2 POLICY
The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1053.2.1 FLAT BADGE
(a) Active personnel- Sworn personnel may, upon depositing funds to cover the cost, lease flat badges from the Uniform and Equipment Specialist, at the price charged the department by the current contract badge company. As optional equipment, responsibility for the maintenance of the badge and holder rests with the employee choosing to acquire the badge.

1. When sworn personnel leave the department or retire, they must return, for their deposit, their flat badges back to the department. Damaged equipment will be repaired at the employee’s expense (normal wear and tear excluded). All badges must be turned in when leaving the department.

(b) Retired personnel - Flat badges may be purchased by sworn personnel who are honorably retired, through either a service or medical retirement, by submitting a written request to the Uniform and Equipment Specialist. The Uniform and Equipment Specialist will prepare a letter to the current contract badge company, which, once approved by the Deputy Police Chief, will grant permission to purchase the badge, providing that it is paid for by the retiring personnel. The original letter will be sent to the badge company, and a copy will be sent to the requesting former employee. The word "retired" must take the place of the badge number or star(s).

(c) If the person previously possessed a flat badge, one may be purchased to replace a flat badge, which is lost, stolen, or damaged. A copy of a filed police report must accompany a request for a lost/stolen badge. A damaged badge must be turned over to the Uniform and Equipment Specialist prior to receiving the replacement badge. The former employee is responsible for the cost of repair to the damaged badge.
1053.2.2 CIVILIAN PERSONNEL
Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Specialist, Cadet).

(a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1053.2.3 RETIREE UNIFORM BADGE
Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be encased in Lucite or similar material and used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

(a) The back of the chest badge will have the inscription: "For Display Only-Not for Official Use" The purchase of a badge for display in Lucite must be approved in writing by the Chief of Police.

(b) The purchase of a chest badge not sealed in Lucite must be approved in writing by the Chief of Police.

(c) Requests for purchase of a chest badge shall be processed through the Uniforms and Equipment Specialist. Once permission from the Chief is granted, the Specialist will prepare a letter to the current contract badge company grant permission to purchase the badge. The retiree will bear all costs of the badge including the cost of replacing a badge to go back into service.

(d) The original letter will be sent to the badge company and a copy will be sent to the retiring employee. It will be his/her responsibility to contact the badge company to arrange for the manufacture of and payment for the badge.

1053.3 UNAUTHORIZED USE
Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.
Department Badges

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1053.4 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Pasadena Police Department. The following modifications shall be included:
   1. The text on the upper and lower ribbons is replaced with the name of the employee association.
   2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.
Department Sponsored Activities

1054.1 PURPOSE AND SCOPE
The Pasadena Police Department recognizes the importance of participating in deserving community-based organizations and activities. In order to place an appropriate level of support, it shall be the policy of this department that all requests for participation, sponsorship, endorsement, and/or recognition, of a given activity be directed through the appropriate chain of command for review as well as advise the Chief of Police of the request. Requests originating from other than department employees shall be submitted to, and coordinated by, the Community Services Section Lieutenant or appropriate Patrol Lieutenant.

1054.1.1 DEFINITION
Any activity or program not listed in the formal structure of the department organizational chart, Policy 200, shall be considered an auxiliary function, and shall be required to adhere to the provisions set forth in this policy. An activity or program, for this purpose, is defined as a function in which majority participation is dependent on employment with the department, or the function is related to department official activities, or requires department sanction.

1054.2 REQUIREMENTS
(a) Upon receipt of a participation/sponsorship request, staff consideration will determine the level of support that will be given. This consideration may address the following areas:
   1. Individual or group submitting request;
   2. Personnel obligations;
   3. Financial support;
   4. Equipment or facility support;
   5. Short and long-term benefits to the community and the Police Department.
(b) Upon final review, one of the following levels of support may be assigned to the request:
   1. Sponsorship
      (a) Approval of program, use of department name and approved insignia;
      (b) Support of on-duty personnel with supervisor approval;
      (c) Limited financial support;
      (d) Use of department facilities and/or equipment with approval of the appropriate division commander.
   2. Endorsement
Department Sponsored Activities

(a) Approval of program, use of department name and approved insignia;
(b) Support of on-duty personnel with supervisor approval;
(c) Limited use of department facilities and/or equipment with the approval of the appropriate division commander.

3. Recognition

(a) Acknowledgment and approval of program or activity.
(c) A department employee will, in all cases, be assigned as the official coordinator of the program or activity. That person shall provide effective communication between the department and the activity, and insure compliance with department policy.
Temporary Modified-Duty Assignments

1055.1 PURPOSE AND SCOPE
This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1055.2 POLICY
Subject to operational considerations, the Pasadena Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1055.3 GENERAL CONSIDERATIONS
Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Pasadena Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of sixty days in any one year period. Employees may apply for a waiver of the sixty days under certain conditions.

1055.4 PROCEDURE
Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.
Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.
(b) The prognosis for recovery.
(c) The nature and scope of limitations and/or work restrictions.
(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Chief of Police.

1055.4.1 MODIFIED-DUTY SCHEDULES
The schedules of employees assigned to modified duty may be adjusted to suit medical appointments or Department needs at the discretion of the Division Commander.

The employee and his/her supervisors should be informed in writing of the schedule, assignment and limitations and restrictions as determined by the employee's health care provider.

1055.4.2 ACCOUNTABILITY
The employee's supervisor shall coordinate efforts to ensure proper time accountability and shall complete and process a change of shift/assignment form.

(a) Employees on modified duty are responsible for coordinating required doctor visits and physical therapy appointments in advance with their supervisor to appropriately account for any duty time taken. Doctor visits and appointments for treatment of injuries or illnesses that are not work related shall be arranged during off-duty time or otherwise charged to the employee's sick leave.

(b) Employees shall promptly submit a status report for each visit to their treating health care provider and shall immediately notify their supervisor of any change in restrictions or limitations as determined by their health care provider. An employee assigned to a modified-duty assignment shall provide a duty status report to their supervisor no less than once every 30 days while the employee is on modified duty.
Temporary Modified-Duty Assignments

(c) Supervisors shall keep the Division Commander apprised of the employee's status and ability to perform the modified-duty assignment.

(d) When it is determined that an employee on modified duty will return to regular duty, the supervisor shall notify the Division Commander and complete and process a change of shift/assignment form. All training and certification necessary for return to duty shall be reviewed and updated as necessary.

1055.4.3 MEDICAL EXAMINATIONS
The Department reserves the right to require, prior to returning to full-duty status, a fitness-for-duty examination of any employee assigned to a modified-duty assignment or of any employee having been on such assignment. Such examinations shall be at the expense of the Department.

Prior to returning to full-duty status, employees shall be required to provide a statement signed by their health care provider indicating that they are medically cleared to perform the basic and essential job functions of their assignment without restriction or limitation.

1055.5 ACCOUNTABILITY
Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee’s medical appointments, as mutually agreed upon with the Division Commander.

1055.5.1 EMPLOYEE RESPONSIBILITIES
The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1055.5.2 SUPERVISOR RESPONSIBILITIES
The employee’s immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.
(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1055.6 MEDICAL EXAMINATIONS
Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1055.7 PREGNANCY
If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1055.7.1 NOTIFICATION
Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City’s personnel rules and regulations regarding family and medical care leave.

1055.8 PROBATIONARY EMPLOYEES
Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1055.9 MAINTENANCE OF CERTIFICATION AND TRAINING
Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.
Illness and Injury Prevention

1057.1 PURPOSE AND SCOPE
The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Pasadena Police Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1057.2 POLICY
The Pasadena Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1057.3 ILLNESS AND INJURY PREVENTION PLAN
The Deputy Chief is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.
(b) Regularly scheduled safety meetings.
(c) Posted or distributed safety information.
(d) A system for members to anonymously inform management about workplace hazards.
(e) Establishment of a safety and health committee that will:
   1. Meet regularly.
   2. Prepare a written record of safety and health committee meetings.
   3. Review the results of periodic scheduled inspections.
   4. Review investigations of accidents and exposures.
   5. Make suggestions to command staff for the prevention of future incidents.
   6. Review investigations of alleged hazardous conditions.
   7. Submit recommendations to assist in the evaluation of member safety suggestions.
   8. Assess the effectiveness of efforts made by the Department to meet relevant standards.
(f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

1057.4 DEPUTY CHIEF RESPONSIBILITIES
The responsibilities of the Deputy Chief include but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
   (a) New member orientation that includes a discussion of safety and health policies and procedures.
   (b) Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
   1. Informing members of the illness and injury prevention guidelines.
   2. Recognizing members who perform safe work practices.
   3. Ensuring that the member evaluation process includes member safety performance.
   4. Ensuring department compliance to meet standards regarding the following:
      (a) Respiratory protection (8 CCR § 5144)
      (b) Bloodborne pathogens (8 CCR § 5193)
      (c) Aerosol transmissible diseases (8 CCR § 5199)
      (d) Heat illness (8 CCR § 3395)
      (e) Emergency Action Plan (8 CCR § 3220)
      (f) Fire Prevention Plan (8 CCR § 3221)
      (g) Hazards associated with wildfire smoke (8 CCR § 5141.1)

(e) Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member’s name or other identifier, training dates, type of training, and training providers.
(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1057.5 SUPERVISOR RESPONSIBILITIES
Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Deputy Chief.

(e) Notifying the Deputy Chief when:
   (a) New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
   (b) New, previously unidentified hazards are recognized.
   (c) Occupational illnesses and injuries occur.
   (d) New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
   (e) Workplace conditions warrant an inspection.

1057.6 HAZARDS
All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Deputy Chief via the chain of command.
Illness and Injury Prevention

The Deputy Chief will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1057.7 INSPECTIONS
Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Deputy Chief shall ensure that the appropriate documentation is completed for each inspection.

1057.7.1 EQUIPMENT
Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1057.8 INVESTIGATIONS
Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.
(b) An interview of the injured member and witnesses.
(c) An examination of the workplace for factors associated with the accident/exposure.
(d) Determination of the cause of the accident/exposure.
(e) Corrective action to prevent the accident/exposure from reoccurring.
(f) Documentation of the findings and corrective actions taken.
(g) Completion of an Investigation/Corrective Action Report form.
(h) Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.
1057.9 TRAINING
The Deputy Chief should work with the Training Sergeant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member’s job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1057.9.1 TRAINING TOPICS
The Training Sergeant shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

1057.10 RECORDS
Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.
Employee Speech, Expression and Social Networking

1060.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1060.1.1 APPLICABILITY
This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1060.2 POLICY
Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Pasadena Police Department will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1060.3 SAFETY
Employees should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Pasadena Police Department employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee’s family, or associates.
Employee Speech, Expression and Social Networking

Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1060.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the department’s safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Pasadena Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Pasadena Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Pasadena Police Department or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Pasadena Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department.
for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Pasadena Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1060.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Pasadena Police Department or identify themselves in any way that could be reasonably perceived as representing the Pasadena Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose or contradict any political campaign or initiative.
(b) Endorse, support, oppose or contradict any social issue, cause or religion.
(c) Endorse, support or oppose any product, service, company or other commercial entity.
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or officer associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Pasadena Police Department.
Employee Speech, Expression and Social Networking

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1060.5 PRIVACY EXPECTATION
Employees forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any department technology system (see the Department Computer Use Policy #342 for additional guidance).

The Department shall not require an employee to disclose a personal user name or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1060.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
(c) Whether the speech or conduct would reflect unfavorably upon the Department.
(d) Whether the speech or conduct would negatively affect the member’s appearance of impartiality in the performance of his/her duties.
(e) Whether similar speech or conduct has been previously authorized.
(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1060.7 TRAINING
Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.
Anti-Retaliation

1061.1 PURPOSE AND SCOPE
This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members’ access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

1061.2 POLICY
The Pasadena Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1061.3 RETALIATION PROHIBITED
No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.
1061.4 COMPLAINTS OF RETALIATION
Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1061.5 SUPERVISOR RESPONSIBILITIES
Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
(b) Receiving all complaints in a fair and impartial manner.
(c) Documenting the complaint and any steps taken to resolve the problem.
(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
(h) Not interfering with or denying the right of a member to make any complaint.
(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.
1061.6 COMMAND STAFF RESPONSIBILITIES
The Chief of Police should communicate to all supervisors the prohibition against retaliation. Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.
(b) The timely review of complaint investigations.
(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
(d) The timely communication of the outcome to the complainant.

1061.7 WHISTLE-BLOWING
California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

(a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member’s supervisor or any other member with the authority to investigate the reported violation.
(b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
(c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
(d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
(e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards Unit for investigation pursuant to the Personnel Complaints Policy.

1061.7.1 DISPLAY OF WHISTLE-BLOWER LAWS
The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1061.8 RECORDS RETENTION AND RELEASE
The Administrator shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.
1061.9  TRAINING
The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.
Attachments
NARCAN Administration Report.pdf
Pasadena Police Department

Narcan Administration Report

Case #: ____________________ Incident #: ____________________ Verdugo #: ____________________ EMS #: ____________________
Date: ____________________ Time: ________________ Location: __________________________________________________

Patient Information

Last Name: _________________________________ First Name: _________________________ Middle: _________________
Residence Address: _______________________________________________________________________________________
Residence Phone: _________________________ Cell Phone: ____________________ Business Phone: __________________
Race: _________________ Gender: ____________ DOB: _________________ Age: ________ DL#: _____________________

Observations/Indications for Administration

<table>
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<tr>
<th>Semi-conscious</th>
<th>Unconscious</th>
<th>Pale/clammy skin</th>
<th>Shallow respirations</th>
</tr>
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<tbody>
<tr>
<td>Depressed respiration rate</td>
<td>Constricted pupils</td>
<td>Unresponsive to verbal/physical stimulus</td>
<td></td>
</tr>
<tr>
<td>Injuries (explain in narrative)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated respiratory rate prior to administration: ________________

Time Narcan was administered: ________________

Amount administered by PD: ________________

After Narcan Administration

Observations after administration (check all that apply):

- Patient regained consciousness prior to arrival of fire/paramedics
- Breathing did not improve
- Patient remained unconscious upon arrival of fire/paramedics
- Skin color returned to normal
- Respirations improved (rate or depth of breathing)
- Patient became agitated/combative

Time onset of recovery observed: ________________ Estimated respiratory rate after administration: ________________

Was the full 4 mg dose of naloxone (Narcan) delivered intranasally (check one)?

- Yes
- No

If no, explain: ______________________________________________________________________________________

Note: If the patient had an adverse reaction to the Narcan, describe in the narrative section below:

Narrative (describe initial observations, actions taken, repeat dosing, patient status, etc. Continue on back if needed):

Patient Disposition

Patient outcome: Regained consciousness

EMS Response:

Paramedic Unit #: ________________________________
Paramedic ID/Captain name: ________________________________
Hospital destination: ________________________________

Copies to: Training Unit

Reporting Officer/ID: ________________ Date/Time : ________________ Working copies: _________ Approved by: ________________
Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf
POST HATE CRIMES MODEL POLICY

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

2019
POST Mission Statement

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California Law Enforcement in serving its communities.
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FOREWORD

Hate Crimes (i.e. crimes motivated by bias) convey a message of terror and exclusion, not just to the immediate victims but to entire communities. They often target victims who are least able to defend themselves. They cause trauma that is more extreme and longer lasting than similar crimes committed for other motivations. They can spark retaliatory crimes, escalating the cycle of crime and violence. If not addressed professionally and thoroughly they may undermine public confidence in law enforcement.

The 2018 California State Auditor’s Report, titled “Hate Crimes in California,” found that California law enforcement has not taken adequate action to identify, report, and respond to hate crimes. The report found that agencies did not properly identify some hate crimes, and underreported or misreported hate crimes as well. The report also noted that hate crimes are on the rise in California, increasing in both 2015 and 2016.

California Penal Code (CPC) 422.87 added new language and requirements to any newly created or updated agency hate crimes policy. Effective January 1, 2019, any local law enforcement agency that updates an existing hate crimes policy, or adopts a new one, shall include the content of the model policy framework provided in this document as well as any revisions or additions to the model policy in the future.

These guidelines are the primary elements that law enforcement executives are now required to incorporate into their hate crimes policy if an agency creates a new hate crimes policy or updates an existing one. The guidelines are designed for department-wide application and are intended to reflect a values-driven “top-down” process. They are intended to assist with the development and delivery of training and ensure proper identification, investigation, and reporting of hate crimes within each agency’s jurisdiction.
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POLICY GUIDELINES

GUIDELINE #1
Develop the foundation for the agency’s hate crimes policy.

The law enforcement executive is responsible for providing leadership, communicating organizational values to the department and the community, paying attention to hate crime trends and current events that could trigger hate incidents and/or hate crimes in the community, and providing education and training to establish the foundation for the agency’s hate crimes policy. Employees’ ability to respond appropriately to hate crimes and hate incidents is maximized when the executive effectively establishes and communicates the foundational values of the organization.

GUIDELINE #2
Develop a hate crimes policy for the agency.

I. An agency’s hate crimes policy shall include the statutory definition of a hate crime, and its policy and programs should minimally include the following:
   A. Response
   B. Training
   C. Planning and Prevention
   D. Reporting

The law enforcement executive is responsible for the initial development of the policy and should be actively involved in its implementation. See the appendix for the exemplar “Message from the Agency Chief Executive”.

GUIDELINE #3
Develop expertise to identify and investigate hate crimes.

The law enforcement executive is responsible for ensuring that the agency possesses expertise to identify and investigate hate crimes, as well as ensuring compliance with state and federal reporting and public information requirements. Agencies should assign identified personnel to appropriate training to develop expertise and knowledge to investigate hate crimes.

Hate crimes are low-frequency events with high-risk consequences for the agency and community. Agencies shall provide a checklist to first responders to provide direction for the investigation of all hate crimes as mandated by CPC 422.87.

GUIDELINE #4
Develop and implement cooperative hate crimes plans with other law enforcement agencies.

I. Coordinate cooperative efforts among regional, state, federal, and tribal law enforcement agencies to share information and training, and develop strategies to prevent hate crime activity.

II. Develop and/or participate in law enforcement intelligence networks to enhance the agency’s ability to anticipate potential hate crime targets. This interaction should include sharing intelligence information with other jurisdictions and cooperative investigations, arrests, and prosecutions if appropriate.

GUIDELINE #5
Develop and implement cooperative hate crime plans with the community and related governmental and non-governmental organizations, as appropriate.

I. Collaborate with the community, including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools and colleges, to do the following:
   • Develop a network to build rapport with community groups
• Develop a protocol for response to hate crimes
• Obtain witness and victim cooperation
• Provide support services to victims
• Collect demographic information about specific communities
• Identify hate crime trends based upon current events and activity (hate crimes and/or hate incidents)
• Identify periods of increased vulnerability based on significant dates and events for affected communities

II. Law enforcement should identify and seek out cultural diversity training and information from/about specific communities within its jurisdiction (immigrant, Muslim, Arab, LGBTQ, Black or African American, Jewish, Sikh, disability, etc.) to strengthen agency awareness.

GUIDELINE #6
Conduct an annual assessment of the agency’s hate crimes policy and its ongoing implementation.

The assessment should include:

I. A review to ensure compliance with the POST Hate Crimes Model Policy and California law.

II. A review and analysis of the agency’s data collection, policy, and annual mandated reporting of hate crimes.

III. A review and updating of the agency’s hate crimes brochure to ensure compliance with CPC 422.92.

IV. A review of any existing or available data or reports, including the annual California Attorney General’s report on hate crimes, in preparation for, and response to, future hate crime trends.

V. Annual outreach to the community including human relations/civil rights organizations, advocacy groups, service organizations, neighborhood associations, religious institutions, local schools, and colleges assessing the agency’s responsiveness to hate crimes.
MINIMUM LEGAL REQUIREMENTS FOR AN AGENCY’S HATE CRIMES POLICY

CPC 13519.6, effective January 1, 2005, minimally requires:

1. A message from the law enforcement agency’s chief executive officer to the agency’s officers and staff concerning the importance of hate crime laws and the agency’s commitment to enforcement.

2. The definition of “hate crime” in Penal Code section 422.55.

3. References to hate crime statutes including Penal Code section 422.6.

4. A title-by-title specific protocol that agency personnel are required to follow, including, but not limited to, the following:
   a. Preventing and preparing for likely hate crimes by, among other things, establishing contact with persons and communities who are likely targets, and forming and cooperating with community hate crime prevention and response networks.
   b. Responding to reports of hate crimes, including reports of hate crimes committed under the color of authority.
   c. Accessing assistance, by, among other things, activating the Department of Justice hate crimes rapid response protocol when necessary.
   d. Providing victim assistance and follow-up, including community follow-up.
   e. Reporting

CPC 422.87, effective January 1, 2019, states and minimally requires:

Each local law enforcement agency may adopt a hate crimes policy. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new one shall include, but not limited to, the following:

1. The definitions in Penal Code sections 422.55 and 422.56.

2. The content of the model policy framework that the Commission on Peace Officer Standards and Training developed pursuant to Section 13519.6 (above) and any content that the commission may revise or add in the future, including any policy, definitions, response and reporting responsibilities, training resources, and planning and prevention methods.

3. Information regarding bias motivation
   a. For the purposes of this paragraph, “bias motivation” is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one’s “own kind,” or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.
   i. In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse
fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

ii. In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

b. Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes and a plan for the agency to remedy this underreporting (emphasis added).

c. A protocol for reporting suspected hate crimes to the Department of Justice pursuant to Penal Code section 13023.

d. A checklist of first responder responsibilities, including, but not limited to, being sensitive to effects of the crime on the victim, determining whether any additional resources are needed on the scene to assist the victim or whether to refer the victim to appropriate community and legal services, and giving the victims and any interested persons the agency’s hate crimes brochure, as required by Section 422.92.

e. A specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.

f. The title or titles of the officer or officers responsible for assuring that the department has a hate crime brochure as required by Section 422.92 and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.

g. A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.

h. Any local law enforcement agency that updates an existing hate crimes policy or adopts a new hate crimes policy may include any of the provisions of a model hate crime policy and other relevant documents developed by the International Association of Chiefs of Police that are relevant to California and consistent with this chapter.
MODEL POLICY FRAMEWORK

Purpose
This model policy framework is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow up, and reporting as related to law enforcement’s role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how law enforcement agencies may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy.

Policy
It is the policy of this agency to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This agency will employ necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency should attend to the security and related concerns of the immediate victims and their families as feasible.

The agency policy shall include a requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the chief, sheriff, director, or other chief executive of the law enforcement agency or other command-level officer to whom the chief executive officer formally delegates this responsibility.

The agency policy shall provide a specific procedure for transmitting and periodically retransmitting the policy and any related orders to all officers, including a simple and immediate way for officers to access the policy in the field when needed.

Response, Victim Assistance and Follow-up

Initial response
First responding officers should know the role of all department personnel as they relate to the agency’s investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance, and working with supervision and/or investigations, access needed assistance if applicable. Responding officers should ensure the crime scene is properly protected, preserved and processed.

At the scene of a suspected hate or bias crimes, officers should take preliminary actions deemed necessary, to include, but not limited to, the following:

1. Use agency checklist (per CPC 422.87) to assist in the investigation of any hate crime (see appendix, page 21, for exemplar checklist based on the Los Angeles Police Department Hate Crimes Supplemental Report with the agency’s permission).
2. Stabilize the victim(s) and request medical attention when necessary.

3. Ensure the safety of victims, witnesses, and perpetrators.
   a. Issue a Temporary Restraining Order (if applicable).

4. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

5. Ensure that the crime scene is properly protected, preserved, and processed and that all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to ensure that it is removed or covered up as soon as possible. Agency personnel should follow-up to ensure that this is accomplished in a timely manner.

6. Collect and photograph physical evidence or indicators of hate crimes such as:
   a. Hate literature.
   b. Spray paint cans.
   c. Threatening letters.
   d. Symbols used by hate groups.

7. Identify criminal evidence on the victim.

8. Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.

9. Conduct a preliminary investigation and record pertinent information including, but not limited to:
   a. Identity of suspected perpetrator(s).
   b. Identity of witnesses, including those no longer at the scene.
   c. The offer of victim confidentiality per Government Code (GC) 5264.
   d. Prior occurrences, in this area or with this victim.
   e. Statements made by suspects; exact wording is critical.
   f. The victim’s protected characteristics and determine if bias was a motivation “in whole or in part” in the commission of the crime.

   1. “Bias motivation” is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one’s “own kind,” or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.

   (a) In recognizing suspected disability-bias hate crimes, the policy shall advise officers to consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons

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1See Appendix, page 15, for definition
who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

(b) In recognizing suspected disability-bias hate crimes, the policy also shall advise officers to consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

10. Adhere to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.

11. Provide information regarding immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.).

12. Provide the agency’s Hate Crimes Brochure (per CPC 422.92) if asked, if necessary or per policy (if applicable).

13. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).

14. Report any suspected multi-mission extremist crimes to the agency Terrorism Liaison Officer (TLO), or assigned designee, and direct the TLO/ designee to send the data to the Joint Regional Information Exchange System.

Investigation

Investigators at the scene of or while performing follow-up investigation on a suspected hate or bias crimes (or hate incident if agency policy requires it) should take all actions deemed necessary, including, but not limited to, the following:

1. Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).

2. Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.

3. Utilize proper techniques for interviewing people with disabilities and being aware of and providing appropriate accommodations (such as ADA standards, Braille, visuals, translators for the deaf or hard of hearing, etc.).

4. Fully investigate any report of hate crime committed under the color of authority per CPC 422.6 and CPC 13519.6.
5. Collect and photograph physical evidence or indicators of hate crimes such as:
   a. Hate literature.
   b. Spray paint cans.
   c. Threatening letters.
   d. Symbols used by hate groups.
   e. Desecration of religious symbols, objects, or buildings.

6. Request the assistance of translators or interpreters when needed to establish effective communication.

7. Conduct a preliminary investigation and record information regarding:
   a. Identity of suspected perpetrator(s).
   b. Identity of witnesses, including those no longer at the scene.
   c. Offer of victim confidentiality per GC 5264.
   d. Prior occurrences, in this area or with this victim.
   e. Statements made by suspects; exact wording is critical.
   f. Document the victim's protected characteristics.

8. Provide victim assistance and follow-up.

9. Canvass the area for additional witnesses.

10. Examine suspect’s social media activity for potential evidence of bias motivation.

11. Coordinate the investigation with agency, state, and regional intelligence operations. These sources can provide the investigating officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.

12. Coordinate the investigation with the crime scene investigation unit (if applicable) or other units of the agency.

13. Determine if the incident should be classified as a hate crime.

14. Take steps to ensure appropriate assistance is provided to hate crime victim(s), including the following measures:
   a. Contact the victim periodically to determine whether he/she is receiving adequate and appropriate assistance.
   b. Provide ongoing information to the victim about the status of the criminal investigation.
   c. Provide the victim and any other interested person the brochure on hate crimes per CPC 422.92 and information on any local advocacy groups (if asked).

15. Report any suspected multi-mission extremist crimes to the agency TLO, or assigned designee, and direct the TLO or designee to send the data to the Joint Regional Information Exchange System.

16. Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents (if directed by policy), and determine if organized hate groups are involved.
Supervision

The supervisor shall confer with the initial responding officer(s) and ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

1. Provide immediate assistance to the crime victim by:
   a. Expressing the law enforcement agency’s official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
   b. Expressing the department’s interest in protecting victims’ anonymity (confidentiality forms GC 6254) to the extent possible. Allow the victim to convey his/her immediate concerns and feelings.
   c. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy or departmental chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per CPC 422.92).

2. Ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.

3. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

4. In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer at specific locations that could become targets).

5. Ensure hate crimes are properly reported, including reporting to the Department of Justice, pursuant to CPC 13023.

6. Ensure adherence to CPC 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime. (U-Visa, T-Visa, S-Visa, etc.)

7. Respond to and investigate any reports of hate crimes committed under the color of authority.

8. Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For information see the California Department of Justice webpage or use following link: https://oag.ca.gov/sites/all/files/agweb/pdfs/civilrights/AG-Rapid-Response-Team-Protocol-2.pdf

9. Report or ensure any suspected multi-mission extremists crimes are reported to the agency TLO, or assigned designee, and direct the TLO/designee to send the data to the Joint Regional Information Exchange System.

10. Make a final determination as to whether the incident should be classified as a hate crime.
Training

All staff, including dispatch, desk personnel, volunteers, records, support staff, officers, supervisors, and managers shall be properly trained on the department’s hate crimes policy. The agency will follow all legislatively mandated training requirements.

POST offers training and video courses to assist law enforcement in the identification, investigation, documentation and reporting of hate crimes. These courses provide officers with information and skills necessary to effectively identify, investigate, document and report hate crimes. Various training programs include the history and definitions of hate crimes, recognition of hate groups, international terrorism, legal considerations, victims’ considerations, initial response duties, victim interviewing and care, suspect identification and interrogation, evidence identification, report writing, the role of law enforcement, investigative strategies, intelligence collection, supervisory roles, community relations, media relations and local program training development, and other topics such as proper use of computer systems and methods for reporting. POST also maintains an extensive array of training videos on applicable topics such as working with those with mental illness and intellectual disabilities, hate crimes, and working with minority communities.

For more information on POST training opportunities and available videos, visit the POST website at www.post.ca.gov. In conjunction with POST training opportunities, trainers may utilize other state and federal agencies that offer training courses, such as the U.S. Department of Justice.

Planning and Prevention

The general underreporting of hate crimes is an identified issue in California. Underreporting is caused by victims not reporting hate crimes or hate incidents due to a number of factors, including fear of reprisal and the belief that law enforcement will not properly investigate them. A report by the State Auditor in 2018 determined that California law enforcement has not taken adequate action to identify, report and respond to hate crimes. There is also an extreme underreporting of anti-disability and anti-gender hate crimes. The agency’s plan to remedy this underreporting shall be inserted into the policy (emphasis added).

In order to facilitate the recommendations contained within this policy, it is strongly recommended that agencies build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Agency personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes. Assigned personnel should perform the following:

1. Meet with residents in target communities to allay fears; emphasize the agency’s concern over this and related incidents; reduce the potential for counter-violence; and provide safety, security, and crime prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.

2. Provide direct and referral assistance to the victim and his/her family.

3. Conduct public meetings on hate crime threats and violence in general.

4. Establish relationships with formal community-based organizations and leaders.

5. Expand, where appropriate, preventive programs such as hate, bias, and crime reduction seminars for school children.
6. Review the Attorney General’s latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Islamic communities.2

7. Provide orientation of and with communities of specific targeted victims such as immigrants, Muslims, Arabs, LGBTQ, Black or African-American, Jewish, Sikh, disabled persons, etc.

Hate crimes are not only a crime against the targeted victim(s) but also have impacts on the victim’s family and community. Working constructively with segments of this larger community after such crimes is essential to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report such crimes. This is particularly important if an upward trend has been identified in these crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Most California law enforcement agencies do not track hate incidents. It is recommended that hate incidents be investigated and documented, if directed by policy, as part of the overall planning to prevent hate crime.

Tracking social media is also another identified area to find indicators of, or precursors to, hate crimes. It is recommended that agencies assign personnel to find, evaluate and monitor public social media sources to identify possible suspects in reported hate crimes, or to determine suspects or suspect groups in future hate crimes or hate incidents affecting the identified individuals, groups or communities that may be victimized, and planned hate-based events.

**Release of Information**

Agencies should have procedure and/or policy on public disclosure of hate crimes. Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure would assist greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

1. Dissemination of correct information.

2. Assurance to affected communities or groups that the matter is being properly and promptly investigated.

3. The ability to request information regarding the commission of the crime(s) from the victimized community.

Agencies should provide the supervisor, public information officer, or designee with information that can be responsibly reported to the media. When appropriate, the law enforcement media spokesperson should reiterate that the hate crimes will not be tolerated, will be taken seriously, and will be prosecuted to the full extent of the law.

Agencies are encouraged to consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

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2As described in CPC 13519.6(b)(8)
1. Informing community organizations in a timely manner when a community group has been the target of a hate crime.

2. Informing the community of the impact of these crimes on the victim, the victim’s family, and the community, and the assistance and compensation available to victims.

3. Informing the community regarding hate crime law and the legal rights of, and the remedies available to, victims of hate crimes.

4. Providing the community with on-going information regarding hate crime and/or hate incidents (if policy requires it).

**Reporting**

The agency policy shall require development of a procedure for data collection, documentation, and mandated reporting requirements. The agency shall:

1. Ensure that hate crimes are properly investigated, documented and reported.

2. During documentation, ensure hate crimes are flagged properly to allow for required reporting to the California Department of Justice. This is typically indicated by the title/penal code section identifying the report as a hate crime. Some agencies have added a check box specifically indicating a hate crime that could, if required by the agency policy, require a secondary review by an investigator/detective, supervisor or other identified party. It is the agency executive’s responsibility to determine the form of documentation and type of indicators on crime reports.

3. The agency head or their designee (identified in the agency policy) should make a final determination as to whether the incident should be classified as a hate crime by the agency.

4. Agencies shall develop procedures to comply with legally mandated reporting, including the California Department of Justice, pursuant to CPC 13023.
Checklist for the agency’s policy creation

☐ Message from the law enforcement’s agency’s chief executive is included

☐ The updated existing policy or newly adopted policy includes the content of the model policy framework from POST.

☐ Definition of “hate crime” included from:
  - CPC 422.55
  - CPC 422.56
  - CPC 422.6

☐ Title by title specific protocol regarding:
  - Prevention
    - Is contact is established with identified persons and/or communities who are likely targets?
    - Have we formed and/or are we cooperating with hate crime prevention and response networks?
    - Has a plan for the agency to remedy underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes been created?
  - Response
    - Requirement that all hate crimes be properly investigated and supervised
    - Requirement that any hate crimes committed under the color of authority are investigated
  - Accessing Assistance
    - Information provided for activating the Department of Justice hate crime rapid response protocol when necessary
  - Victim assistance and follow-up
  - Reporting
    - Protocol for reporting suspected hate crimes to the Department of Justice per CPC 13023
  - Training
    - Has a checklist for first responders been created and provided personnel (see exemplar officer checklist in appendix)
      - Does the checklist include first responder responsibilities include:
        - Determining the need for additional resources if necessary?
        - Referral information for appropriate community and legal services?
        - The requirement to provide the agency’s hate crimes brochure per CPC 422.92?
    - Information regarding bias motivation from CPC 422.87
    - Information regarding the general underreporting of hate crimes and the more extreme underreporting of anti-disability and anti-gender hate crimes

☐ Definitions of terms used in the policy are listed

☐ Specific procedure for transmitting and periodically retransmitting the policy and any related orders to officers is included.
  - Procedure shall include a simple and immediate way for officers to access the policy in the field when needed

☐ Title or titles of the officer or officers responsible for assuring the department has a hate crime brochure (per CPC 422.92) and ensuring that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons.

☐ A requirement that all officers be familiar with the policy and carry out the policy at all times unless directed by the law enforcement chief executive or the chief executive’s designee.
APPENDIX

Definitions and Laws

In accordance with CPC sections 422.55, 422.56, 422.6, and 422.87, for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

**Hate crime**

“Hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

1. Disability.
2. Gender.
3. Nationality.
4. Race or ethnicity.
5. Religion.
7. Association with a person or group with one or more of these actual or perceived characteristics.

(b) “Hate crime” includes, but is not limited to, a violation of Section 422.6.

   “Association with a person or group with these actual or perceived characteristics” includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of those characteristics listed in the definition of “hate crime” under paragraphs 1 to 6, inclusive, of CPC 422.55 subdivision (a).

**Note:** A “hate crime” need not be motivated by hate but may be motivated by any bias against a protected characteristic.

**Hate Speech**

The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected: fighting words, true threats, perjury, blackmail, incitement to lawless action, conspiracy and solicitation to commit any crime.

**Hate incident**

A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property
**Bias Motivation**
Bias motivation is a preexisting negative attitude toward actual or perceived characteristics referenced in Section 422.55. Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one’s “own kind,” or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including, but not limited to, disability or gender.

**Disability Bias**
In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the perpetrator’s motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

**Disability**
Disability includes mental disability and physical disability as defined in GC 12926, regardless of whether those disabilities are temporary, permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Gender**
Gender means sex and includes a person gender identity and gender expression. Gender expression means a person’s gender-related appearance and behavior, whether or not stereotypically associated with the persons assigned sex at birth. A person’s gender identity and gender related appearance and behavior, whether or not stereotypically associated with the person’s assigned sex at birth.

**In Whole or In Part**
“In whole or in part because of” means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that crime would not have been committed but for the actual or perceived characteristic.

**Nationality**
Nationality includes citizenship, country of origin, and national origin.
**Race or Ethnicity**
Race or ethnicity includes ancestry, color, and ethnic background.

**Religion**
Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

**Sexual orientation**
Sexual orientation means heterosexuality, homosexuality, or bisexuality.

**Victim**
Victim includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public
Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions
CPC 422.55 - Provides general definition of hate crimes in California.
CPC 422.56 - Provides definitions of terms included in hate crimes statutes.
GC 12926 - Disability-related definitions applicable to some hate crime statutes.

Felonies
Hate Crimes
CPC 422.7 - Commission of a crime for the purpose of interfering with another’s exercise of civil rights.

Related Crimes
CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.
CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.
CPC 288(b)(2) - Sexual assault of dependent person by caretaker
CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.
CPC 594.3 - Vandalism of places of worship.
CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.
CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors
Hate Crimes
CPC 422.6 - Use of force, threats, or destruction of property to interfere with another’s exercise of civil rights.
CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes
CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.
CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.
CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.
CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.
Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023 - Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.
HATE CRIME CHECKLIST

VICTIM

Victim Type:

- Individual
  - Legal name (Last, First):
  - Other Names used (AKA):
- School, business or organization
  - Name:
  - Type: (e.g., non-profit, private, public school)
  - Address:
- Faith-based organization
  - Name:
  - Faith:
  - Address:

Target of Crime (Check all that apply):

- Person
- Private property
- Public property
- Other

Nature of Crime (Check all that apply):

- Bodily injury
- Threat of violence
- Property damage
- Other crime:

- Property damage - estimated value

BIAS

Type of Bias (Check all characteristics that apply):

- Disability
- Gender
- Gender identity/expression
- Sexual orientation
- Race
- Ethnicity
- Nationality
- Religion
- Significant day of offense (e.g., 9/11, holy days)
- Other:

Specify disability (be specific):

Actual or Perceived Bias – Victim’s Statement:

- Actual bias [Victim actually has the indicated characteristic(s)].
- Perceived bias [Suspect believed victim had the indicated characteristic(s)].

If perceived, explain the circumstances in narrative portion of Report.

Reason for Bias:

Do you feel you were targeted based on one of these characteristics?

- Yes
- No

Explain in narrative portion of Report.

Do you know what motivated the suspect to commit this crime?

- Yes
- No

Explain in narrative portion of Report.

Do you feel you were targeted because you associated yourself with an individual or a group?

- Yes
- No

Explain in narrative portion of Report.

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?

- Yes
- No

Describe in narrative portion of Report.

Are there indicators the suspect is affiliated with a criminal street gang?

- Yes
- No

Describe in narrative portion of Report.

Bias Indicators (Check all that apply):

- Hate speech
- Acts/gestures
- Property damage
- Symbol used
- Written/electronic communication
- Graffiti/spray paint
- Other:

Describe with exact detail in narrative portion of Report.

HISTORY

Relationship Between Suspect & Victim:

- Suspect known to victim?
  - Yes
  - No

Nature of relationship:

Length of relationship:

If Yes, describe in narrative portion of Report

- Prior reported incidents with suspect? Total #
- Prior unreported incidents with suspect? Total #

Restraining orders? 

If Yes, describe in narrative portion of Report

Type of order: Order/Case#

WEAPONS

- Weapon(s) used during incident?
  - Yes
  - No

- Type:
- Weapon(s) booked as evidence?
  - Yes
  - No

Automated Firearms System (AFS) Inquiry attached to Report?

- Yes
- No

POST 05/19 (Based on LAPD’s Hate Crime Supplemental Report, used with permission)
**HATE CRIME CHECKLIST**

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<th><strong>EVIDENCE</strong></th>
<th><strong>VICTIM</strong></th>
<th><strong>SUSPECT</strong></th>
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<tr>
<td>Witnesses present during incident?</td>
<td>Yes ☐</td>
<td>No ☐</td>
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<td>Evidence collected?</td>
<td>Yes ☐</td>
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<td>Photos taken?</td>
<td>Yes ☐</td>
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<tr>
<td>Total # of photos:</td>
<td>D#:</td>
<td>Serial #:</td>
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<td>Taken by:</td>
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<tr>
<td>Statements taken?</td>
<td>Yes ☐</td>
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<tr>
<td>Recordings:</td>
<td>Video ☐</td>
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<td>Suspect identified:</td>
<td>Field ID ☐</td>
<td>By photo ☐</td>
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<th><strong>SUSPECT</strong></th>
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<td>Other observations:</td>
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**ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):**

- Has suspect ever threatened you? Yes ☐ No ☐
- Has suspect ever harmed you? Yes ☐ No ☐
- Does suspect possess or have access to a firearm? Yes ☐ No ☐
- Are you afraid for your safety? Yes ☐ No ☐
- Do you have any other information that may be helpful? Yes ☐ No ☐

**Resources offered at scene:** Yes ☐ No ☐ Type: 

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<td>Yes ☐ No ☐ Unit #:</td>
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Authorization to Release Medical Information, Form 05.03.00, signed? Yes ☐ No ☐

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*ALL POSITIONS THAT ARE SUBJECT TO AN EXTENSION ARE AT THE DISCRETION OF THE CHIEF OF POLICE

REVISED: 01-30-19
Proposed rotation schedule 2018 .pdf
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