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
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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 Field Operations Division Commander have final approval and will decide if the applicant should be certified as an FTO.

(b) If the FTO Program Administrator and Field Operations 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 Field Operations 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 Field Operations 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 Field Operations 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.

The training period for a lateral officer may be modified depending on the trainee’s demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.
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.
Field Interviews & Photographing of Field Detainees

440.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for conducting field interviews (FI) and pat-down searches, and the taking and retention of photographs of persons detained in the field but not arrested. Due to a variety of situations confronting the officer, the decision to FI or photograph a field detainee shall be left to the discretion of the involved officer based on the totality of the circumstances available to them at the time of the detention.

440.2 DEFINITIONS
Detention - Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe he/she is being required to restrict his/her movement. Detentions also occur when an officer actually restrains a person’s freedom of movement.

Consensual Encounter - Occurs 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 purposes of determining the individual's identity and resolving the officer's suspicions.

Field Photographs - Field photographs are defined as posed photographs taken of a person during a contact, 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 when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-Down Search - This type of search is used by officers in the field to check an individual for 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 - Occurs 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.

440.3 FIELD INTERVIEWS
Officers may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:
Field Interviews & Photographing of Field Detainees

(a) The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act.
(b) The actions of the suspect suggest that he/she is engaged in a criminal activity.
(c) The hour of day or night is inappropriate for the suspect's presence in the area.
(d) The suspect's presence in the particular area is suspicious.
(e) The suspect is carrying a suspicious object.
(f) The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon.
(g) The suspect is located in proximate time and place to an alleged crime.
(h) The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

440.3.1 INITIATING A FIELD INTERVIEW
An officer may initiate the stop of a person when there is articulable, reasonable suspicion to do so. A person however, should not be detained longer than is reasonably necessary to resolve the officer's suspicions.

Nothing in this policy is intended to discourage consensual contacts. Frequent and random casual contacts with consenting individuals are encouraged by the Pasadena Police Department to strengthen our community involvement, community awareness and problem identification.

440.3.2 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 investigators to utilize available personnel for the following:

(a) Identify all persons present at the scene and in the immediate area.
   1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
   2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department personnel.
   1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
440.4 PAT-DOWN SEARCHES
A pat-down search of a detained subject may be conducted whenever an officer reasonably believes that the person may possess an object that can be utilized as an offensive weapon or whenever the officer has a reasonable fear for his/her own safety or the safety of others. Circumstances that may establish justification for performing a pat-down search include, but are not limited to the following:

(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 deadly weapons.
(e) The appearance and demeanor of the suspect.
(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.
(g) The age and gender of the suspect.

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 of the photograph 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. Mere knowledge or suspicion of gang membership or affiliation is not a sufficient justification for taking a photograph without consent. 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.

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.
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440.6 SUPERVISOR RESPONSIBILITY
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. Access to field photographs shall be strictly limited to law enforcement purposes.

440.7 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other memorandum 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 photo and associated FI or memorandum is relevant to criminal street gang enforcement, the Watch Commander will forward the photo and documents to the Gang Supervisor. The Gang Supervisor will ensure the photograph and supporting documents are retained as prescribed by Policy § 442.

(b) Photographs that do not qualify for Criminal Street Gang file retention or which are not evidence in an investigation with an assigned case number should be forwarded to the Records Section. These photographs will be purged as described in Policy § 440.7.1.

When a photograph is taken in association with a particular case, the detective may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs will be kept in the Records Section in a separate non-booking photograph file in alphabetical order.

440.8 PHOTO REVIEW POLICY
Any person who has been the subject of a field photograph or an FI by this agency during any contact other than an arrest may file a written request within 30 days of the contact requesting a review of the status of the photograph/FI. The request shall be directed to the office of the Chief of Police who will ensure that the status of the photograph or FI is properly reviewed according to this policy as described below. Upon a verbal request, the Department will send a request form to the requesting party along with a copy of this policy.

440.9 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, 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
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 criminal intelligence. 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 Special Enforcement Section in a shared criminal gang intelligence database, such as CALGANG®. Employees must obtain the requisite training before accessing any such database.

It is the Special Enforcement Section supervisor’s responsibility to determine whether any report or field interrogation (FI) contains information that would qualify for entry into the database. It is the responsibility of any Pasadena Police personnel who submits an FI containing information of a person designated as a gang member, suspected gang member, and associate or affiliate to the Special Enforcement Section supervisor for review within 10 days.

Prior to designating any person under the age of 18 as a suspected gang member, associate or affiliate in a shared gang database; to 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 Special Enforcement Section supervisor shall provide written notice to the person and 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 (Penal Code § 186.34(b)).

The person or his/her parent or guardian may contest the designation by submitting written documentation which shall be reviewed by the Special Enforcement 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 decision within 60 days of receipt of the written documentation contesting the designation (Penal Code § 186.34(c)).

The department shall provide a response to a person or his/her parent or guardian who requests information as to whether a person has been designated as a suspected gang member, associate or affiliate, unless doing so would compromise an active criminal investigation or the health or safety of the minor (Penal Code § 186.34(d)).

The location of the person to be designated shall not be disclosed to the parent or guardian if there is a determination that doing so would compromise an active criminal investigation or the health or safety of the minor (Penal Code § 186.34(e)).

The gang unit supervisor should forward reports or FIs to the Records Section after appropriate database entries are made. The supervisor should clearly mark the report/FI as gang intelligence information.
Criminal Organizations

It is the responsibility of the Records Section supervisor to retain reports and FIs in compliance with the database rules and any applicable end user agreement.

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 CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS 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 Special Enforcement 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.
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.
Criminal Organizations

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

442.7 TRAINING
The Special Enforcement 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
Mobile Audio/Video

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 Mobile Data Terminal (MDT) accesses confidential records from the State of California, Department of Justice and Department of Motor Vehicles databases. Employees using the MDT shall comply with all appropriate federal and state rules and regulations.

448.2 MDT USE
The MDT shall be used for official police communications only. Messages that are of a sexual, racist, or offensive nature, or otherwise critical of any member of the Department are strictly forbidden. MDT use is also subject to the Department Technology Use Policy.

Messages may be reviewed by supervisors at anytime without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

All calls dispatched to patrol units should be communicated by voice and MDT unless otherwise authorized by the Watch Commander.

448.2.1 USE WHILE DRIVING
Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

448.2.2 DOCUMENTATION OF ACTIVITY
MDT's and voice transmissions are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:

(a) All contacts or activity should be documented at the time of the contact;

(b) Whenever the activity or contact is initiated by voice, it shall be entered into the Computer Aided Dispatch (CAD) system by a dispatcher.

448.2.3 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the police radio or through the MDT system.

Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident.

Other changes in status may be entered by depressing the appropriate keys on the MDT's.

448.3 MDT CONSIDERATIONS
448.3.1 NON-FUNCTIONING MDT
Whenever possible, officers will not use units with malfunctioning MDT's. Whenever officers must drive a unit in which the MDT is not working, they shall notify Communications Section. It shall be the responsibility of Communications Section to record all information that will then be transmitted verbally over the police radio.

448.3.2 BOMB CALLS
When investigating reports of possible bombs, officers will turn off their MDT's. Operating the MDT may cause some devices to detonate.
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 Field Operations 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 Field Operations Division staff 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.
Body Worn Cameras

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.
Body Worn Cameras

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).

450.7 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;
Body Worn Cameras

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 locate 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 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
Body Worn Cameras

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 RECORDS REQUEST
The Pasadena Police Department will endeavor to release BWC recordings to the greatest extent possible unless disclosure would:

A. endanger the safety of a witness or another person involved in the investigation,
B. jeopardize the successful completion of an investigation or
C. violate local, state, and/or federal laws, including but not limited to, the right to privacy,
D. or involves other mitigating circumstances such as potential civil litigation.

All recordings released by the Department by virtue of the California Public Records Act, court order, or subpoena shall be handled by the Custodian of Records and documented (see the Records Maintenance and Release Policy 810). All recordings should be reviewed by the Custodian of Records prior to public 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 an audio/video file 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 an 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.
Bicycle Licenses

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
   (d) Ability of the rider to:
Volunteer Mounted Unit

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)
   (a) PPD turtleneck shirt, black, (optional, to be worn under the long sleeve shirt)

5. Certified riding helmet
6. Flashlight
Volunteer Mounted Unit

(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) 1. ATTACHMENT: Mounted Unit Proficiency Test Evaluator's Guide
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.
(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.
Foot Pursuit Policy

(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.
Foot Pursuit Policy

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 Strategic Services Division Commander. The Strategic Services Division Commander 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 Strategic Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.

(b) Training requirements for authorized users.

(c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

(d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.

(e) The title and name of the current designee in overseeing the ALPR operation.

(f) Working with the City's Department of Information Technology (DoIt) and the Custodian of Records on the retention and destruction of ALPR data.
Automated License Plate Readers (ALPRs)

(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 Strategic Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of two years in accordance with the City’s established records retention schedule. Thereafter, ALPR data will be
Automated License Plate Readers (ALPRs)

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).
Automated License Plate Readers (ALPRs)

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, prisoners under the influence of P.C.P., and out-of-city prisoners.
      (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 seatbelt.
      (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.
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.
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:
Traffic Function and Responsibility

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).
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 prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CI M) and as a public service makes traffic collision reports available to the community with some exceptions.

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
All traffic collision reports taken by members of this department shall be forwarded to the Traffic Bureau for approval and data entry into the Records Management System. The Traffic Lieutenant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Criminal Investigations Division Commander, or other persons as required.

502.4 REPORTING SITUATIONS
(a) Response to non-injury collisions shall be in an expedient manner. Officers shall not interrupt their response unless a greater emergency arises requiring their response.

(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.

5. In the event of a fatality or an S-4 rating, where the likelihood of death may occur, or an S-3 with an elder injured party where injuries may be serious, the on-duty Traffic Lieutenant or Sergeant shall be notified for traffic officers’ response. The Watch Administrator shall make notification during off-duty hours to the Traffic Lieutenant for the response of qualified traffic investigation personnel.
Traffic Collision Reporting

(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.

6. Should it be determined that Traffic personnel are responding to take over the investigation of a major accident, scenes shall be secured until they arrive.

(a) Cars shall not be moved unless there are compelling reasons.

(b) If cars must be moved, tires will be marked to indicate final resting positions.

(c) The area will be taped off at least 100 feet further than the first sign of an impending collision (Skid marks).

(c) Collision cases shall be assigned to a police officer or Community Services Officer (CSO) and their duties/responsibilities will be to:

(a) Take whatever steps are necessary to clear traffic congestion.

(b) Assist involved parties in obtaining tow service, if needed.

(c) Advise all parties of their legal requirements pursuant to the state financial responsibility laws.

(d) Complete the appropriate collision reporting forms.

(d) Formal investigations shall be made under the following special circumstances:

(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 Rules, Practices and Procedures.

(e) Major Accident Investigations Traffic Section personnel shall respond to and assume responsibility of the investigations of the following collisions:

(a) Fatalities.
Traffic Collision Reporting

(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.

502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES
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 POLICE DEPARTMENT EMPLOYEES
Notwithstanding the provisions of the City of Pasadena Manual of Personnel Rules, Practices and Procedures, the following procedure is set forth for police department personnel involved in a collision while operating a vehicle for the City.

502.4.3 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.

502.4.4 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 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION
In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Lieutenant to relate the circumstances of the traffic collision and seek assistance from the Traffic Section. In the absence of a Traffic Lieutenant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

502.6 REFERENCE
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 Policy

510.1 PURPOSE AND SCOPE

(a) This policy shall serve as notice of the obligations surrounding impounds of vehicles when the driver has been arrested for either CVC 12500(a) or 14601. Failure to impound a vehicle as required poses a public safety risk in releasing vehicles to unlicensed drivers who are likely to reoffend. In addition, the City and its employees may face civil liability when failing to impound as required by these statutes. This directive is intended to clarify employees' responsibilities while allowing officers to use appropriate discretion in their decision-making process.

(b) This policy also provides the protocols 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. It is not possible to enumerate every circumstance, which may dictate a vehicle be towed. Should an employee encounter a circumstance not addressed by this policy, the employee shall notify his/her immediate supervisor for approval to tow/impound the vehicle.

(c) In all circumstances, it is expected that consideration will be given for the protection of the property, the protection of the officer and the department from claims and disputes over lost or stolen property. The official police towing and storage contractor, hereafter referred to as the police towing service, shall be called to take charge of motor vehicles. The police towing service is based on a rotation list. The list consists of those approved operators who, on a rotational basis, take turns in being summoned by the department for response to a tow request.

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 never been issued a license in violation of CVC 12500(a), the peace officer shall 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. A vehicle impounded shall be impounded for 30 days under CVC 14602.6(a)(1). The driver is entitled to a hearing regarding the impound within 48 hours, excluding holidays. This hearing is conducted by the Traffic Section Lieutenant or his/her designee.

(a) Further, it is imperative that supervisors approving reports and related documents are thorough and include statements that are pertinent to the investigation for reference during impound hearings.

(b) STORAGE
Vehicle Towing Policy

(a) When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

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 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.
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- 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. The owner will also sign the Vehicle Disposition form during booking.

510.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS
Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the officer shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The officer shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the officer shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

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 or to comply with posted signs.

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 firm in rotation from the list of approved towing companies and shall make appropriate entries on that form to ensure the following firm is called on the next request.

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 and return the form to the Watch Commander for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

Approved storage forms shall be promptly placed into the auto-file so that they are immediately available for release or review should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the storage of any such vehicle it shall be the responsibility of the Records Section to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice shall be sent to all
such individuals by first-class mail (Vehicle Code § 22851.3(d); Vehicle Code § 22852(a); Vehicle Code § 14602.6(a)(2)). The notice shall include the following (Vehicle Code § 22852(b)):

(a) The name, address, and telephone number of this Department.

(b) The location of the place of storage and description of the vehicle, which shall include, if available, the name or make, the manufacturer, the license plate number, and the mileage.

(c) The authority and purpose for the removal of the vehicle.

(d) A statement that, in order to receive their post-storage hearing, the owners, or their agents, shall request the hearing in person, writing, or by telephone within 10 days of the date appearing on the notice.

510.3 TOWING SERVICES
The City of Pasadena periodically selects a firm to act as the official tow service and awards a contract to that firm. This firm will be used in the following situations:

(a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.

(b) When a vehicle is being held as evidence in connection with an investigation if the firm has the requisite separate storage facility.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal from the streets of vehicles obstructing traffic in violation of state or local regulations.

510.4 VEHICLE INVENTORY
All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in police custody, to provide for the safety of officers, and to protect the Department against fraudulent claims of lost, stolen, or damaged property.

510.4.1 LONG TERM STORAGE

(a) In the event that an impounded vehicle will be stored as evidence or for evidence collection more than 10 business days without being made available for release to the owner, the impounding employee shall see that the vehicle is towed by an official police towing agency to any of the official police towing agencies that have been approved for the long term storage by the Traffic Section Lieutenant. Since additional towing charges will apply, this action shall be approved by a supervisor prior to towing.

(b) The case investigator shall contact the supervisor in charge of auto theft in order to gain access to a long-term storage facility. A copy of the impound report will be submitted at that
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time and maintained in a file of vehicles in long term storage. The investigator shall make arrangements for towing of the vehicle to the storage lot and shall sign for tow fees incurred to date. A copy of that receipt shall be returned to the auto theft supervisor for filing with the impound report. The case investigator shall place the case number and case investigator's name on the windshield of the vehicle with yellow crayon.

(c) 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 owners will be given 30 calendar days in which to respond to the letter. Vehicles will then be released as follows:

1. The owner may claim the vehicle through proof of ownership and upon paying fees incurred by the Pasadena Police Department when appropriate. Release shall be coordinated by the investigating unit supervisor. Paid fees shall be credited to the Traffic Section tow account, if Traffic Section funds were expended.

2. Should there be no response, the vehicle shall be transferred to an official police tow garage and made available for release. Normal lien processes may then be sought by that tow agency.

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) which 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.
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510.5.2 ABANDONED VEHICLES ON PRIVATE PROPERTY
(a) In accordance with city ordinance, the Maintenance Assistance Services to Home Owner's (MASH) of the Planning and Development Department, has the enforcement responsibility for abatement and removal of abandoned, wrecked, or dismantled vehicles on private property.
(b) All complaints of abandoned, wrecked or dismantled vehicles on private property shall be referred to the MASH office during regular business hours.
(c) The Auto Theft Detail will provide necessary registration information to appropriate housing inspectors upon request. Inspectors will call Records personnel for registration information during non-business hours.

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 has been hot-wired.
   4. The ignition is missing or damaged.
   5. Missing door locks or other evidence of forced entry and the registered owner cannot be located.
(c) Discretion should be exercised to prevent vehicles from being impounded as possible 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 returned to the owner, 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 impound employee shall have the vehicle processed for physical evidence (i.e., latent prints, collection of evidence).
   2. The investigating impound employee 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.
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3. The investigating impound employee 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 impound employee shall check the vehicle and make sure everything matches (i.e., VIN). Any discrepancies shall be noted.

(c) Outside Agency reported stolen vehicles:

1. When an outside agency's reported stolen vehicle is recovered, the investigating impound employee 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 is an outside agency stolen vehicle.

2. If the outside agency stolen vehicle was involved in a major crime (i.e., homicide) the investigating employee shall notify 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 an employee 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 employee 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 desires to repossess a vehicle stored by the police towing service, the release shall not be authorized until a notarized "Owner's Statement and Guaranty" and a repossession report have been executed and approved by a supervisor. If the registered owner is in custody, he/she shall be notified of the legal
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owner's action. In the event of conflicting claims, a preliminary investigation shall be conducted to verify any claims made. If a point of law arises, the employee shall contact a supervisor; if the supervisor is unable to resolve the matter, said supervisor will refer the problem to day watch personnel for resolution with the city attorney during normal business hours.

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 grounds therefore and of the place to which the vehicle has been 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 and 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 and 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 if the vehicle was stolen, if the driver reinstates his/her driver's license, if the driver acquires a license and proper insurance, or under other circumstances as set forth in Vehicle Code § 14602.6.

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
Impaired Driving and Evidence Collection

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.

514.4 FIELD TESTS
The Traffic Lieutenant should identify the primary field sobriety tests (FSTs) and any approved alternate tests for officers to use when investigating violations of DUI laws.

514.5 CHEMICAL TESTS
A person is deemed to have consented to a chemical test or tests 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).

(e) The person is dead, unconscious or otherwise in a condition that renders him/her incapable of refusal (Vehicle Code § 23612(a)(5)).

514.5.1 CHOICE OF TEST
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.
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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 TEST
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 TEST
Only persons authorized by law to withdraw blood shall collect blood samples (Vehicle Code § 23158). The withdrawal of the blood sample should be witnessed by the assigned officer. No officer, even if properly certified, should conduct the blood withdrawal.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be drawn for alternate testing. Unless medical personnel object, two samples should be drawn and retained as evidence, so long as only one puncture is required.

If an arrestee cannot submit to a blood test because he/she is a hemophiliac or is using an anticoagulant, he/she shall not be required to take a blood test. Such inability to take a blood test should not be treated as a refusal. However, the person may be required to complete another available and viable test.

514.5.4 URINE TESTS
If a urine test will be performed, the person 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 of the same sex as the person giving the sample. The person tested should be allowed sufficient privacy to maintain his/
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her dignity, to the extent possible, while still ensuring the accuracy of the specimen (Vehicle Code § 23158(i)).

The collection kit shall be marked with the person’s name, offense, Pasadena Police Department case number and the name of the witnessing officer. The collection kit should be refrigerated pending transportation for testing.

514.6 REFUSALS
When a person refuses to provide a viable chemical sample, officers should:

(a) Advise the person of the requirement to provide a sample (Vehicle Code § 23612).

(b) Audio-record the admonishment and the response if practicable.

(c) Document the refusal in the appropriate report.

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

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); or

(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 in the person’s blood stream. Exigency can be established by the existence of special facts such as a lengthy delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

514.6.2 FORCED BLOOD SAMPLE
If a person 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 person to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video if practicable.
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(d) Ensure that the withdrawal is taken in a medically approved manner.

(e) Ensure the forced withdrawal is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied is 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 suspect 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 being withdrawn may be permitted.

(g) Ensure the use of force and methods used to accomplish the blood sample draw 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 FORCED BLOOD SAMPLE

When a person who has been arrested for DUl refuses to submit to a viable and appropriate test or fails to complete a selected test, a sample of that person's blood may be obtained for testing.

If a person 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/deputy]) and attempt to persuade the person to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video if practicable.

(d) Ensure that the withdrawal is taken in a medically approved manner.

(e) Ensure the forced withdrawal is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied is 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 suspect 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 being withdrawn may be permitted.

(g) Ensure the use of force and methods used to accomplish the blood sample draw 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.

514.7 ARREST AND INVESTIGATION

514.7.1 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.

514.7.2 STATUTORY WARNING
An officer 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).

514.7.3 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).

514.7.4 PRELIMINARY ALCOHOL SCREENING FOR MINORS
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).

514.7.5 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.

514.8 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.

514.9 ADMINISTRATIVE HEARINGS
The supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

Any officers who receive notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

Officers 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. The Records Section should forward this to the prosecuting attorney as part of the case file.

514.10 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.

514.11 REFERENCE
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:
Traffic Citations

(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).
Traffic Citations

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 the department, all employees issued traffic citations 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
Traffic Citations

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.
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.
Investigation and Prosecution

(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.
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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 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES
Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.7.1 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 and used for legitimate investigative purposes without supervisory approval.

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.
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.

600.7.2   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.
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. 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 than 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 Victims' DNA Rights

602.1 PURPOSE AND SCOPE
Consistent with Penal Code § 293 and the Sexual Assault Victims' DNA Bill of Rights (Penal Code § 680), this policy will establish a procedure by which sexual assault victims may inquire about and be provided with information regarding the status of any DNA evidence in their case, their right to confidentiality and other rights afforded by law.

602.2 INVESTIGATION CONSIDERATIONS

602.2.1 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 their 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 § (a) and (b)).

(a) Except as authorized by law, members of this department shall not publicly disclose the name or address of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293 (c) and (d)).

(b) Officer should document the victim was informed by having him/her sign form PPD 4511 ("Victims of Sex Crimes Request for Confidentiality of Information")

602.2.2 OFFICER RESPONSIBILITY
Whenever there is an alleged violation of Penal Code §§ 243(e), 261, 261.5, 262, 273.5, 286, 288a, or 289, the assigned officer shall accomplish the following:

(a) Immediately provide the victim with the "Victims of Domestic Violence" card containing the names and locations of rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2(a)).

(b) If 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(b)(1)).

1. Prior to any such examination the assigned officer shall ensure that the victim has been properly informed of their right to have a sexual assault victim counselor and at least one other support person present (Penal Code § 264.2(b)(2)).

2. A support person may be excluded from the examination by the officer or the medical provider if their presence would be detrimental to the purpose of the examination (Penal Code § 264.2(b)(4)).
3. It is the officer's responsibility to contact a victim advocate prior to the sexual assault forensic examination. The Peace Over Violence 24-hour emergency advocate telephone number is 213-252-5299.

602.3 TESTING OF SEXUAL ASSAULT EVIDENCE

(a) Subject to available resources and other law enforcement considerations which may affect the ability to process and analyze rape kits or other sexual assault victim evidence and other crime scene evidence, any member of this department assigned to investigate a sexual assault offense (Penal Code §§ 261, 261.5, 262, 286, 288a or 289) 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).

(b) In order to maximize the effectiveness of such testing and identifying the perpetrator of any sexual assault, the assigned officer should further ensure that the results of any such test have been timely entered into and checked against both the Department of Justice Cal-DNA database and the Combined DNA Index System (CODIS).

(c) If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue is not going to be analyzed within two years of the crime, the assigned officer shall notify the victim (orally or in writing) of such fact in writing within no less than 60 days prior to the expiration of the two-year period (Penal Code § 680(d)).

602.4 VICTIM NOTIFICATION OF DNA STATUS

(a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, the assigned officer may inform the victim of the status of the DNA testing of any evidence from the victim's case.

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 victim's 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:

1. To be informed whether or not a DNA profile of the assailant was obtained from the testing of the rape kit or other crime scene evidence from their case.

2. To be informed whether or not there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the Department of Justice Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
Sexual Assault Victims’ DNA Rights

3. To be informed whether or not the DNA profile of the assailant developed from the evidence has been entered into the Department of Justice Data Bank of case evidence.

(c) Provided that the sexual assault victim or victim’s designee has kept the assigned officer informed with regard to current address, telephone number and e-mail address (if available), any victim or victim’s designee shall, upon request, be advised of any known significant changes regarding the victim’s case.

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 to or expected to release any information which might impede or compromise any ongoing investigation.

602.5 DESTRUCTION OF EVIDENCE
Any destruction of evidence related to a sexual assault shall occur only after victim notification is made as required pursuant to Penal Code § 680 and only in compliance with the Property and Evidence Policy.
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 reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture - The following may be subject to forfeiture:

(a) Property related to a narcotics offense, which includes (Health 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.