



Sergeant Sid De Jesus
Internal Affairs Unit
Vallejo Police Department
111 Amador Street, Vallejo Ca 94590
(707) 648-4696 Office

To: Craig Whittom
From: Sergeant Sidney DeJesus
Date: April 20, 2012
Re: AD-HOC Document Request

Craig,

All of the attached documents are related to request made by the Public Safety AD-HOC committee members on April 11, 2012. Please review all attachments which I have provided, and if you have questions related to what is contained, the manner in which it is being presented, please contact me immediately, and I will do what I can to address your concerns. In advance, Thank you for your time and effort.

- VPD General Orders- Redacted version
- VPD Police recommended- Budget FY 2011-2012
- VPD Organizational Chart, Staffing, Patrol, and Bureau of Investigations schedules
- VPD Job Descriptions
- VPD calls for service-2011-2012 (YTD)
- 2011 VPD Crime Statistics, 2011 Part 1 Crime totals, Crime comparisons Solano County to include the city of Concord, Ca
- VPD Technology report prepared by Greg Taylor, IT Manager

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-1

SUBJECT: TABLE OF CONTENTS

DATE: September 15, 2010

ADMINISTRATION

- [A-1 Table of Contents](#)
- [A-2 Department Organization and Definitions](#)
- [A-3 Organization Chart](#)
- [A-4 Command and Supervisory Personnel](#)
- [A-5 Written Orders and Training Bulletins](#)
- [A-6 Notifications to the Chief of Police](#)
- [A-7 Cost Recovery](#)
- [A-8 Purchases and Allocations](#)

PERSONNEL

- [B-1 Standards of Conduct](#)
- [B-2 Impartial Enforcement](#)
- [B-3 Reporting Harassment](#)
- [B-4 Recognition for Distinguished Service](#)
- [B-5 Personnel Records](#)
- [B-6 Personnel Death or Injury](#)
- [B-7 Personnel Evaluations](#)

- [B-8 Personnel Data Control](#)
- [B-9 Reporting Injury](#)
- [B-10 Reporting Leave](#)
- [B-11 Administrative Leave](#)
- [B-12 Modified Duty](#)
- [B-13 Specialized Assignments](#)
- [B-14 Peer Support](#)
- [B-15 Peace Officer Status](#)
- [B-16 Judicial Appearances/ Court Liaison Unit](#)
- [B-17 Citizen's Complaints and Internal Affairs](#)
- [B-18 Collision and Discharge Interviews](#)
- [B-19 Background Investigations](#)
- [B-20 Personnel Selection Standards](#)
- [B-21 Training Programs](#)
- [B-22 Firearms Prohibition](#)
- [B-23 Personal Associations](#)
- [B-24 External Training](#)

FORCE

- [C-1 Use of Force](#)
- [C-2 Emergency Driving](#)
- [C-3 Taser Deployment](#)
- [C-4 "RIPP" Hobble Restraint](#)

- [C-5 Patrol Rifle Program](#)
- [C-6 Emergency Services Unit \(E.S.U.\)](#)
- [C-7 Canine Program](#)
- [C-8 Weapons Qualifications and Range Use](#)
- [C-9 Arms Aboard Aircraft](#)
- [C-10 Concealed Weapons Licenses](#)
- [C-11 Distraction Devices](#)

FIELD OPERATIONS

- [D-1 Weapons Incidents](#)
- [D-2 Tactical Operations](#)
- [D-3 Financial Institution Alarms](#)
- [D-4 Domestic Violence](#)
- [D-5 Explosive Device Investigation](#)
- [D-6 Mentally Disordered or Dependent Persons](#)
- [D-7 Death Investigation](#)
- [D-8 Clandestine Laboratory Protocol](#)
- [D-9 Fire Investigation](#)
- [D-10 Missing Persons](#)
- [D-11 Code 666](#)
- [D-12 Scene Control](#)
- [D-13 Dishonored Documents](#)
- [D-14 Sexual Assault Investigation](#)

D-15 Fairgrounds Jurisdiction

D-16 Event Management

D-17 Civil Process

D-18 Crowd Procedures

D-19 Labor Disputes and Free Speech Activities

D-20 Occupational Accidents

VEHICLE ENFORCEMENT

E-1 Collision Investigation

E-2 Vehicle Tows

E-3 Vehicle Impounds and Recoveries

E-4 Vehicle Inventory Searches

E-5 Embezzled Vehicles

E-6 Freeway Jurisdiction

E-7 Jumper Cables

E-8 V.E.T.O.

E-9 Assisting Stranded Motorists

E-10 Officer's Declaration Procedure

E-11 Removal of Vehicle from Recreational Vehicle Park

ARRESTS AND DETENTIONS

F-1 Arrests and Detentions

F-2 Prisoner and Station Security

[F-3 Misdemeanor Citation Release](#)

[F-4 Citation Amendment and Dismissal](#)

[F-5 Juvenile Procedures](#)

[F-6 Prisoner Cash](#)

[F-7 Holding Facility](#)

[F-8 Bodily Intrusion Evidence](#)

INVESTIGATIONS

[G-1 Case Control](#)

[G-2 Informants](#)

[G-3 Asset Forfeiture](#)

[G-4 Investigator Call-out](#)

[G-5 Evidence and Property](#)

[G-6 Digital Evidence](#)

FACILITY AND EQUIPMENT

[H-1 Department Security](#)

[H-2 Department Property and Equipment](#)

[H-3 Police Facility Parking](#)

[H-4 Exercise Equipment](#)

[H-5 Use of Seatbelts](#)

[H-6 Take-home Vehicles](#)

[H-7 Firearms and Ammunition](#)

H-8 Uniforms and Equipment

H-9 Department Motorcycles

H-10 Body Modification

H-11 Reimbursement

H-12 Firearms Disposition

H-13 1033 Program – DEMIL Equipment

INFORMATION CONTROL

I-1 Communications Procedures

I-2 Media Relations

I-3 Electronic Media

I-4 Police Reports

I-5 Release of Records

I-6 Criminal Offender Records (C.O.R.I.)

I-7 Megan's Law

I-8 Forms Control

I-9 Release of General Orders

AUXILIARY PROGRAMS

J-1 Police Reserve Program

J-2 Honor Guard

J-3 Mounted Patrol Program

J-4 Vallejo Community Outreach Program (V.C.O.P.)

J-5 Chaplain Program

J-6 Ride-along Program

J-7 Volunteer Program

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-2

SUBJECT: DEPARTMENT ORGANIZATION AND DEFINITIONS

DATE: April 5, 1971 (Issued)
January 10, 2005 (Last Revision)

I. POLICY

- A. The organizational structure of the Department shall be set forth in chart form to facilitate awareness and understanding of the manner in which personnel resources are assigned and managed. The Professional Standards Division shall maintain this chart in current status and incorporate it in this General Order.
- B. Certain titles, references and terms as used in the Department require definition to ensure consistent interpretation. Those words and phrases are set forth in Part II of this order.

II. DEFINITIONS

A. Terms Applicable to the Organizational Structure

- 1. *City* The City of Vallejo
- 2. *Department* The Vallejo Police Department
- 3. *Unit* A number of members or employees regularly grouped together to accomplish a Department purpose
- 4. *Bureau* The highest subordinate unit, immediately below Department level
- 5. *Division* An organizational unit with a jurisdiction-wide role, immediately subordinate to a bureau or to the Office of the Chief of Police

General Order A-2 (Redacted)

6. *Section* A functional unit which may be part of a bureau or division or under the immediate direction of the Chief of Police, commanded by any rank depending on its nature, size and role
 7. *Detail* A subdivision of a unit, division or section, the personnel of which are assigned to a specialized function or activity
 8. *Squad* A number of members or employees assigned to a designated span of time for duty purposes
 9. *Beat* A geographical area to which personnel may be assigned to accomplish a Department purpose
 10. *Reporting District* A subdivision of a beat, used to analyze workload data and the distribution of personnel resources
 11. *Watch* A shift or tour of duty, usually eight, ten or twelve hours in duration
- B. Personnel Titles
1. *Personnel* All persons employed in the Department
 2. *Member* Sworn personnel of the Department, including reserve personnel
 3. *Employee* Non-sworn Department personnel
 4. *Chief* The Chief of Police
 5. *Bureau Commander* The member assigned to supervise a bureau
 6. *Division Commander* The member assigned to supervise a division
 7. *Supervisor* A member or employee in charge of a bureau, division, section, detail, squad

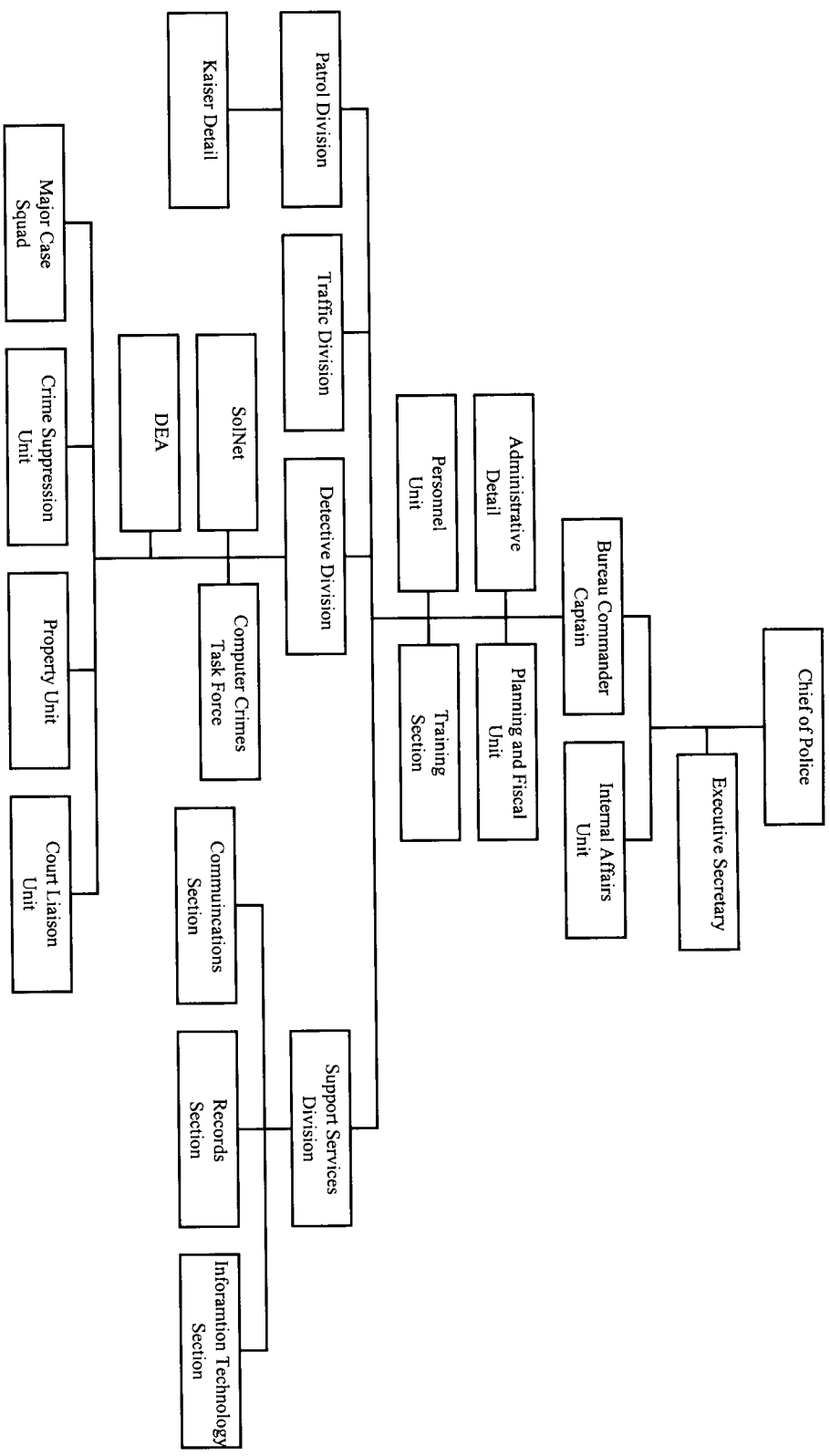
or any other organizational unit of the Department

8. *Watch Commander* The member in charge of a patrol shift or watch
9. *Officer-in-Charge* The member designated to oversee an organizational unit or function
10. *Range Master* The member in charge of the Department's force proficiency program
11. *Senior Member* The member with the longer service in his or her rank
12. *Ranking Member* The member with the highest rank of those present

C. Other Terms

1. *Orders* Direct or relayed commands or instructions given in the course of duty by a member or employee to any subordinate or group of subordinates. Orders may be written or oral.
2. *Manual* The Department General Order Manual
3. *Police Unit* A radio-equipped Department vehicle, whether marked or unmarked
4. *Police Incident* An occurrence or event requiring or suggesting the need for police service or action.

VALLEJO POLICE DEPARTMENT
TEMPORARY ORGANIZATION
24 Oct 11





VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-4

SUBJECT: ROLE AND AUTHORITY OF COMMAND AND
SUPERVISORY PERSONNEL

DATE: April 5, 1971 (Issued)
 June 30, 2003 (Last Revision)

I. COMMAND AND SUPERVISORY STRUCTURE

A. Chief of Police

1. The Chief of Police is the chief executive officer of Department and is responsible for ensuring that effective, efficient and professional police services are provided to the community. The Chief is responsible for Departmental relations with the citizens of Vallejo, Vallejo city government and other agencies.
2. The Chief of Police has the authority to establish such policies and procedures, issue such orders and directives, and perform such management and supervisory functions as may be necessary for the effective operation of the Department. The Chief is the final Departmental authority on all matters of organizational policy, procedures, operations and discipline.

B. Commanding Officer

1. For purposes of this order, *Commanding Officers* are defined as Captains and Lieutenants of Police.
2. Subject to direction from higher authority, a commanding officer is responsible for managing all personnel and activities within the command.
3. In addition to such other duties as may be assigned by competent authority, and in addition to such duties and

responsibilities as may be required of all employees of the Department, a commanding officer shall:

- a. Direct and control personnel under his or her command to ensure the proper performance of duties and adherence to established rules, regulations, policies and procedures. Investigate or cause investigation of personnel complaints not assigned elsewhere.
- b. Initiate appropriate action regarding incidents, conditions or activities not normally assigned to his her command, when delay could result in a failure to accomplish a police function or bring discredit to the Department, the police service or the City.
- c. Organize and assign duties in his or her command to achieve the most effective and efficient attainment of Department goals and objectives. Provide for continuation of command in his/her absence.
- d. Develop and maintain esprit de corps, discipline and morale in the command.
- e. Promote harmony and cooperation in the command and within the Department.
- f. Prepare necessary reports, records and correspondence pertaining to activities of the command.
- g. Conduct inspections to ensure that personnel are properly equipped and attired, and that facilities, equipment and supplies assigned to the command are used and maintained in an appropriate manner.

C. Watch Commander

1. The Watch Commander, during a tour of duty, is charged with the same responsibilities as other commanding officers, subject to higher authority. The Watch Commander has line authority over members and employees assigned, on a permanent or temporary basis, to his or her platoon, and may modify work assignments for those individuals. The Watch Commander exercises general supervision over members and employees assigned elsewhere and, when

issues arise relevant to their performance or attendance, is responsible for the timely notification of the appropriate supervisor.

2. The Watch Commander, during a tour of duty, is responsible for the general good order of the Department, to include appearance, discipline, conduct, welfare, training and efficiency and for inquiry into personnel complaints received against members and employees.

D. Supervisory Staff

1. For purposes of this order, *Supervisory Staff* is defined as Sergeants of Police, Corporals of Police when acting in the capacity of Sergeant, and employees assigned, temporarily or permanently, to positions of supervision.
2. Subject to higher authority, supervisory staff are responsible for directly overseeing a function of the Department and/or the activities of one or more subordinates.
3. In addition to such other duties as may be assigned by competent authority, and in addition to such duties and responsibilities as may be required of all members and employees, supervisory staff shall:
 - a. Enforce Department rules and regulations and ensure compliance with policies and procedures. Initiate correction or commendation as appropriate.
 - b. Inspect conditions, activities and personnel under his or her supervision and provide assistance, instruction or correction as needed. Provide supervision for personnel temporarily unsupervised. Coordinate efforts of members and employees
 - c. Initiate appropriate action regarding incidents, conditions or activities not normally assigned to his her supervision, when delay could result in a failure accomplish a police function or bring discredit to the Department, the police service or the City.
 - d. Communicate orders, training material and other Department publications and directives to subordinates. Conduct briefings.

General Order A - 4 (Redacted)

- e. Observe the performance of duty by subordinates. Conduct performance evaluations consistent with Department procedures.
 - f. Develop and maintain esprit de corps, discipline, efficiency and morale in subordinates. Promote harmony and cooperation within the Department.
 - g. In the absence of a Division commander, a designated supervisory member shall assume responsibility as acting Division commander, unless otherwise provided.
4. In addition to the preceding, Patrol sergeants shall, unless otherwise engaged in a police incident, respond with subordinates to calls of serious emergencies and in-progress felonies and violent incidents and provide active direction as needed. In the absence of the Watch Commander, a sergeant shall assume responsibility as acting Watch Commander, unless otherwise provided.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-5

SUBJECT: WRITTEN ORDERS AND TRAINING BULLETINS

DATE: April 5, 1971 (Issued)
December 20, 2004 (Last Revision)

I. POLICY

A. General Orders may be issued by the Chief of Police to announce the adoption or revision of policies and procedures which have long-term, organization-wide application. Such orders represent the highest level of authority and take precedence over all other written directives issued within the Department.

B. Special Orders may be issued by the Chief of Police to announce specific events, direct the assignment of personnel for specific purposes, establish temporary procedures, or provide special instruction or information. Such orders may pertain to all or to a limited number of members and employees, and shall terminate on a designated date or automatically after their purpose is accomplished.

Special Orders may be issued by a bureau commander, division commander, or any supervisor for the same purposes and under the same conditions noted above, except that such orders have application only to the organizational unit(s) under the originator's supervision or command. Prior approval from the Chief of Police is required for orders which affect organizational units not under the originator's supervision or command.

C. Personnel Orders are published by the Professional Standards Division, upon approval by the Chief of Police, to announce appointments, assignments, promotions, terminations and other personnel transactions.

D. Training Bulletins and instructional material are published by the Training Unit, upon approval by the Chief of Police, to provide

instruction and information to all or designated personnel. Such material may establish Department policies and procedures in the absence of other orders or directives.

- E. Persons to whom the above are issued are responsible for knowledge of and compliance with the information and any subsequent revisions.

II. PROCEDURES

- A. General Order manuals are issued to all personnel and to other individuals as determined by the Chief of Police. Recipients are responsible for maintaining and updating their manuals.
- B. Special Orders will generally be distributed only to affected personnel.
- C. Personnel issuing written orders shall send copies to the Professional Standards Administrative Unit. Orders shall indicate the effective date. Orders which rescind or supersede other orders shall be identified by revision date.
- D. General Orders, and any Special Orders which have not automatically terminated, shall be reviewed annually by Professional Standards Division personnel and revised as appropriate.
- E. General Orders
 1. Members or employees may draft General Orders, routed to the Chief of Police via the chain of command.
 2. The office of the Chief shall send drafted orders for staffing.
 3. Personnel shall return staffed orders to the Professional Standards Commander. The Chief of Police shall conduct a final review as necessary.
 4. Orders are issued under authority of the Chief of Police, numbered and published by the Internal Affairs Unit.
 5. Special Orders which affect organizational units not under the originator's supervision or command are issued in the same manner as General Orders.

F. Training Bulletins and Instructional Materials

1. Members or employees may submit training bulletins and instructional materials to the Training Unit, routed via the chain of command.
2. The Training Unit shall cause appropriate staff to review bulletins and materials which pertain to specific areas of expertise.
3. The Training Unit shall submit proposed training bulletins and instructional materials to the Chief of Police for final review.
4. Training bulletins and instructional materials are issued under authority of the Chief of Police, published by the Training Unit.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-6

SUBJECT: NOTIFICATIONS TO THE CHIEF OF POLICE

DATE: November 18, 1988 (Issued)
September 30, 2003 (Last Revision)

I. POLICY

A. General Order B-6 sets forth Department policy regarding notifications to be made when a current or retired member or employee of the Department dies or suffers a serious injury. In addition to those notifications, the Chief of Police shall be informed as soon as practical when:

1. The Department requests or provides mutual aid. For the purpose of this order, mutual aid refers to a formal inter-agency request for sworn personnel to assist in controlling an incident which jeopardizes public safety.
2. A major disturbance occurs or is reported to be pending;
3. A traffic collision occurs involving a City of Vallejo vehicle and serious injury;
4. An incident of a sensitive nature occurs, involving City personnel;
5. A shooting, or any incident which has resulted in a death, occurs involving Department personnel;
6. The Emergency Services Unit is called out;
7. An incident with law enforcement implications which is likely to attract wide public interest occurs within Vallejo.

General Order A - 6 (Redacted)

Notification regarding incidents and deaths other than as described herein may be delayed until the following morning.

II. PROCEDURES

- A. Generally, initial notification to the Chief shall be made by the Communications Section via the paging system, with a confirming telephone call if appropriate. Such notifications shall not be delayed pending the approval of the Watch Commander or any other person.

The purpose of the initial notification is to provide prompt, basic information. It is understood that the information constitutes an alert only and may prove not to be entirely accurate.

- B. Where the incident is of an especially serious nature, the Communications Section shall make notification via paging and telephone, and the Watch Commander shall provide the Chief with additional information and updates.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A-7

SUBJECT: COST RECOVERY

DATE: October 3, 1999 (Issued)
January 10, 2005 (Last Revision)

I. POLICY

The Department, in accordance with the City of Vallejo Municipal Code, acts to recover costs associated with repeated police responses to disturbance of the peace calls at parties, gatherings, or events which threaten the public peace, health, safety, or general welfare.

The authority for such recovery is documented in the City of Vallejo Municipal Code, Chapter 7.83 - Disturbance Abatement and Cost Recovery, and Chapter 7.85 - Alcohol Offenses by Minors and Juveniles and Cost Recovery for Enforcement Services.

II. DEFINITIONS

As it relates to Chapter 7.83 - Disturbance Abatement and Cost Recovery, the following definitions apply:

Responsible person is the person who, at the real property where the disturbance of the peace is occurring, owns, or has a possessory interest in or other right to use (e.g., a lease, tenancy at will, etc.), or who is in charge of, or who organized, supervised or caused the existence of the event or activity which is causing the disturbance of the peace. *Responsible person* also means any person who participates in the disturbance of the peace at the real property. If the *responsible person* is a minor, the parents or guardian of that minor will be jointly and severally liable for the costs incurred for second and subsequent City responses.

Costs of second and subsequent responses means the administrative overhead and compensation costs (salary, wages, overtime pay, benefits, etc.) of the City employees and officials for the amount of time actually expended in responding to or remaining at the disturbance of the peace; together with the actual costs of any medical treatment and other injury-related costs to injured City employees or officials, the costs of

repairing or replacing any damaged or destroyed city equipment or property. This includes peace officers and persons performing services to the City through a contract or mutual aid agreement.

As it relates to Chapter 7.85 - Alcohol Offenses By Minors and Juveniles and Cost Recovery for Enforcement Services, the follow definitions apply:

Juvenile means any person under 18 years of age.

Minor means any person under 21 years of age.

Party, gathering, or event means a group of persons who have assembled or are assembling for a social occasion or a social activity.

Persons responsible for the event includes, but is not limited to: (1) the person(s) who own, rent, lease, or otherwise have control of the premises where the party, gathering, or event takes place; (2) the person(s) in charge of the premises; or (3) the person(s) who organized the event.

If a person responsible for the event is a juvenile, then the parents or guardians of that juvenile and the juvenile will be jointly and severally liable for the costs incurred for enforcement services.

III. PROCEDURE

A. CHAPTER 7.83 VMC - Disturbance Abatement and Cost Recovery

1. First Response

During the first response to a party, gathering or event which meets the definition of disturbance of the peace as defined by California Penal Code Section 415, the member shall:

- a. Using a standard citation, obtain a case number and issue to the responsible person or persons a “Notice of Disturbance Violation – First Response”. In the “Comments” section, include a brief narrative documenting the elements of the 415 P.C. A crime report is not required.
- b. Have the “Notice” signed by the responsible party or, if responsible is a juvenile, his/her parent.
- c. Give the pink copy to the responsible party. Route the white copy to Records and the yellow copy to Professional Standards. If there is more than one responsible party as defined above, give a “Notice” to each party, utilizing the same case number.

2. Second or Subsequent Response

If a second or subsequent response to a disturbance of the peace is necessary within twelve (12) hours of a previous response in the case of a residential dwelling, or within five (5) days, in the case of a non-residential location, and a “Notice of Violation - First Response” has been delivered to the responsible person or persons, the member shall:

- a. Document the second and subsequent responses in an information report, utilizing the case number from the First Response Notice. Note: Communications can advise if there has been a First Response Notice issued to the location within the requisite time frame.
- b. Fully identify the responsible party(s).
- c. Document other expenses incurred as a result of the call, such as medical treatment for responders, damaged equipment, or damaged City property.
- c. Attach a copy of the CAD notes for the call(s), including all responding personnel.
- d. Route the report to Records and a copy to Professional Standards.

B. CHAPTER 7.85 VMC – Alcohol Offenses by Minors and Juveniles

1. The following criteria must be met in order to recover enforcement costs:
 - a. The party, gathering, or event must occur on private property, and,
 - b. A police officer or code enforcement officer on the scene must determine that there is a threat to the public peace, health, safety, or general welfare.
2. The enforcement procedure for first and subsequent offenses is the same as for Chapter 7.83 VMC, except that the “Comments” section shall be used for a synopsis of the offense.
3. Chapter 7.85 VMC also addresses consumption of alcohol by minors on private property.

Members may issue citations for the following sections:

7.85.O2O VMC - Serving Alcohol to Minors at Party, Gathering, or Event on Private Property

“Except as permitted by Article 1, Section 4, of the California Constitution, no person shall suffer, permit, allow, or host a party, gathering, or event at his or her place of residence or other private property, place or premises under his or her control where five (5) or more minors are present and alcoholic beverages are being consumed by any minor. This section shall not, apply to conduct between a minor child and his or her parent or legal guardian.”

7.85.O4O VMC - Unsupervised Consumption of Alcohol by Minor on Private Property

“Except as permitted by state law, no minor shall consume any alcoholic beverage at a place not open to the public, unless that minor is being supervised by his or her parent or legal guardian.”

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: A - 8

SUBJECT: PURCHASE AND ALLOCATION REQUESTS

DATE: January 27, 2009 (Issued)

I. POLICY

- A. Personnel shall demonstrate responsible stewardship of public monies assigned or allocated to the Department and of the goods and services acquired therefrom.
- B. Personnel shall request, effect and document allocations, purchases, reimbursements and payments made with public monies in accordance with this Order and pertinent City ordinances and directives.

II. PROCEDURE

A. Allocations

- 1. The Chief of Police is responsible for the general allocation of those public monies designated as the Department budget.
- 2. The Chief, or a designee, shall prepare an annual budget, based on the needs of the Department and submitted to the City Manager via the Finance Director, in accordance with applicable provisions of the City charter.
- 3. Personnel shall obtain the approval of the Chief of Police, or a designee, prior to reassigning public monies previously allocated.

B. Purchases

- 1. Personnel purchasing goods or services with public monies shall do so in general accordance with Vallejo Municipal Code Section 3.20, et al.
- 2. Prior to making purchases with public monies, personnel shall complete a Department "Purchase Order/Allocation

Request" form (see attachment), obtain approval from the pertinent Bureau Commander and submit the form to the Planning and Research Manager. A general authorization for on-going purchases of designated equipment and supplies or recurring expenses may be obtained, as appropriate.

Additionally:

- a. Purchases of goods or services totaling \$25,000.00 or more require that a contract be awarded by the Vallejo City Council, upon submission of a minimum of three written, competitive bids.
- b. Purchases of goods or services totaling less than \$25,000.00 but more than \$1000.00 require that, wherever possible, a minimum of three written bids be obtained. Such bids may be solicited verbally or in writing, and the purchase awarded to the lowest responsible bidder.
- c. Purchases of goods or services totaling \$1000.00 or less do not require a bidding process.

C. Reimbursements

1. Personnel are entitled to reimbursement under the following conditions:
 - a. The expenditure of personal funds was previously authorized.
 - b. Reimbursement of the expense is in accordance with City codes or directives, Department policy or contractual agreement.
 - c. The reimbursement is requested during the fiscal year in which the expenditure occurred.
2. Reimbursements will only be made upon submission of original receipts.
3. Petty Cash Fund and Reimbursement Vouchers
 - a. A petty cash fund and reimbursement vouchers are maintained in the office of the secretary to the Chief of Police. The fund may be accessed by the secretary or by the Planning and Research Manager.

- b. Personnel requesting reimbursement shall complete and submit a voucher, accompanied by original receipts.
- c. Cash reimbursements are limited to a dollar amount of \$50.00 or less. Reimbursement of amounts greater than \$50.00 shall be by check, issued by the City of Vallejo.
- d. Multiple receipts for related expenses may be combined on one voucher; however, personnel may not divide a single expense onto multiple vouchers in order to obtain cash reimbursement in excess of \$50.00.

D. Payments

- 1. Personnel shall promptly submit original bills and invoices received to the Planning and Research Manager for payment, and shall retain copies as necessary for record-keeping purposes.
- 2. Absent prior approval of the pertinent Bureau Commander and the Planning and Research Manager, payments shall be made via purchase order.



VALLEJO POLICE DEPARTMENT
Purchase Order / Allocation Request

DATE: _____

ITEM DESCRIPTION: (attach documentation if available)

PURPOSE: _____

VENDOR / SOURCE: _____

EST. COST: _____

Person Requesting

Bureau Commander

.....
To be completed by VPD Planning & Research Unit and Administration

PURCHASE APPROVED: Yes:____ No:____

ACCOUNT #: _____

VENDOR #: _____ APPROVAL #: _____

Planning & Research Manager

Administrative Authorization

DATE: _____

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-10

SUBJECT: REPORTING LEAVE

DATE: October 1, 1986 (Issued)
July 5, 2005 (Last Revision)

I. POLICY

Personnel calling to report sick leave or special leave shall make timely notification to the Department.

Annual or compensatory leave may be used in lieu of sick leave only upon approval of the relevant Bureau Commander.

Personnel requesting annual or compensatory leave shall route their request through their chain of command. Personnel requesting annual or compensatory leave on the same day it is to be taken shall contact their immediate supervisor for approval.

II. DEFINITION

Special leave is defined, for the purpose of this order, as emergency leave, bereavement leave, family leave, or any other leave except sick leave, annual leave or compensatory leave.

III. PROCEDURE

A. As far in advance of their scheduled reporting time as possible, personnel calling to report sick leave or special leave shall attempt to make notification directly to their immediate supervisor or to the on-duty supervisor of their unit of command. If that supervisor is not available, notification shall be made to the Watch Commander.

If the Watch Commander cannot be reached, personnel shall leave a message on the Watch Commander's voice mail confirming either that illness prevents their attendance at work or the reason for special leave, the anticipated duration of leave, a callback

General Order B - 10 (Redacted)

telephone number, their physical location during duty hours, and shall then notify the Communications Section.

- B. Personnel on sick leave or special leave shall provide a telephone number and physical location at which they may be contacted during their normal duty hours.
- C. The supervisor receiving the notification shall prepare a duty status card setting forth the nature of the absence, inform the individual's immediate supervisor if applicable, make or cause the appropriate schedule notation(s), make staffing adjustments as necessary and submit the card to the Professional Standards Division, with a copy to the individual's supervisor.
- D. Annual scheduled vacation selections shall be made in accordance with the applicable labor agreement or Department procedure.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-11

SUBJECT: ADMINISTRATIVE LEAVE

DATE: December 11, 1979 (Issued)
June 30, 2003 (Last Revision)

I. DEFINITION

Administrative leave is a member or employee's status temporarily relieved of regular duties without loss of pay, benefits or seniority.

II. POLICY

- A. Administrative leave does not constitute disciplinary action, nor does it represent a declaration against the interests of the member or employee placed on such leave.
- B. Administrative leave may be initiated by the Chief of Police, a commander, or, under limited circumstances, by a manager or sergeant when no other form of leave is appropriate. Circumstances which may give rise to such leave include, but are not limited to, police action resulting in the death or serious injury of others, allegations of serious misconduct or criminal behavior, or an apparent inability to perform duties because of physical, or emotional issues.
- C. Members may be placed on administrative leave by the Chief of Police, a commander or a sergeant.
- D. Employees may be placed on administrative leave by the Chief of Police, a commander or a sergeant, or, with the prior approval of the Chief of Police or pertinent Bureau Commander, by a manager.

II. PROCEDURES

- A. A verbal directive shall be sufficient to initiate administrative leave. Timely verbal notification that such action has been taken shall be made to the pertinent Bureau Commander and the Chief of Police.

General Order B - 11 (Redacted)

At the earliest opportunity, a written report from the supervisor initiating such leave shall be submitted to the Chief of Police via the chain of command.

- B. Barring exigent circumstances, the surrender of weapons, badges, identification cards or other indicia of office, other than as items of evidence, shall be upon the order of a Bureau Commander or the Chief of Police. Members and employees who have been ordered to surrender such items shall thereafter be escorted at all times while on Department premises.
- C. The Chief of Police, a designee or a Bureau Commander shall initiate written notification of the administrative leave, the reasons for the action and, in the case of a member, whether police authority is suspended and limitations exist regarding the possession or transportation of concealable weapons.
- D. A member or employee placed on administrative leave shall immediately assume a Monday through Friday, 0800-1700 work schedule, reporting to the Professional Standards Division. During those hours, the individual shall keep the Professional Standards Division informed of his or her location and shall remain immediately available to the Department.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-12

SUBJECT: MODIFIED DUTY

DATE: January 3, 1979 (Issued)
December 7, 2004 (Last Revision)

I. POLICY

- A. A member or employee unable to perform regular duties cause of an illness or on- or off-duty injury shall, upon medical clearance for less-than-full duty and with a prognosis of full recovery, be assigned on a temporary basis to perform modified duties. Modified duty assignments include, but are not limited to, front desk operations, evidence processing and Communications and do not generally include field assignments.

Members or employees unable to perform regular duties because of an off-duty illness or injury may continue to use sick leave, upon medical proof of the need to use such leave.

- B. Modified duty assignments will be made on a case-by-case basis based on Departmental needs, prevailing labor agreements and the nature and extent of an individual's illness or injury. The duration of such assignments will be determined by the Chief of Police in accordance with the Labor Agreement, but permanent or long-term modified duty assignments will not be authorized.
- C. Members and employees are required to suspend outside employment for the duration of their assignment to modified duty.

II. PROCEDURE

- A. The treating physician must endorse a member or employee's return to work in a modified duty status.
 - 1. The member or employee who is requesting modified duty must provide written verification of the physician's endorsement to the Professional Standards Division for

review by the Chief of Police. The endorsement must include a prognosis for full recovery from the illness or injury, an estimate of the time that will be required to achieve that recovery and any specific performance limitations.

2. The treating physician is not authorized to designate a specific assignment to which a member or employee is limited while on modified duty status.
 - B. A member or employee placed on modified duty shall receive their supervision from the organizational unit to which they are assigned as the result of modified duty status.
 - C. The Professional Standards Division shall maintain administrative oversight of all modified duty requests, assignments and returns to regular duty.
 - D. Members or employees in modified duty assignments shall not be impaired by prescription medication.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-13

SUBJECT: SPECIALIZED ASSIGNMENTS

DATE: May 17, 1977 (Issued)
March 6, 2007 (Last Revision)

I. POLICY

- A. The Department shall provide fair and uniform procedures for making personnel assignments, shall ensure that assignments to specialized positions are based on merit and ability and shall provide maximum opportunity for personnel to gain experience in a variety of work assignments.
- B. Intra-Department transfers and assignments to specialized positions are subject to the approval of the Chief of Police.
- C. The provisions of this order pertain to members of the rank of officer or corporal, and to employees.

II. APPLICATION AND SELECTION

A. Qualifications

To qualify for transfer to a specialized position:

- 1. Members and employees shall generally have completed two years of satisfactory service with the Department, as evidenced by personnel evaluations, before their first specialized assignment. Members and employees with less service may apply, with the knowledge that preference will be given to candidates meeting that qualification.
- 2. Members shall serve satisfactorily in the Patrol Division for a minimum of one year between specialized assignments.
- 3. The Chief of Police may waive the above qualifications, commensurate with Department needs.

B. Application

1. The relevant Bureau Commander shall announce specialized assignment openings via e-mail and notify the Professional Standards Division Commander.
2. Personnel who wish to be considered for a specialized assignment shall submit an application, via memo or e-mail, through the chain of command to the Professional Standards Division Commander. The application shall identify:
 - a. The assignment requested.
 - b. Qualifications for the assignment.
 - c. The applicant's reasons for applying for the position.
3. The individual's superior officer or supervisor shall note their concurrence or non-concurrence on the application or as an addendum to the e-mail and forward the application through the chain of command to the Professional Standards Division Commander.

C. Selection

1. The Professional Standards Division shall maintain a file of requests for specialized assignments.
2. When an opening in a specialized assignment is anticipated the relevant Bureau commander shall cause a panel to convene to interview applicants. The panel shall consist of the Bureau commander or a designee, the supervisor of the specialized position and at least one additional member or employee superior in rank to the person seeking the assignment. Other panel participants may be authorized by the Chief of Police.
 - a. The panel shall meet and prepare a list of questions to be asked of each applicant.
 - b. Panel participants shall review each applicant's personnel file, statistics and report exemplars before the interview is conducted.

- c. Panel participants may deviate from the standardized questions to inquire further into issues developed during the interview which pertain to the applicant's qualifications.
 - d. Panel participants shall list the applicants in rank order, based on interview performance and qualifications, and forward the list through channels to the Chief of Police
 - e. Applicants failing to qualify for or removed from a li shall be informed of the reason for such action by the bureau commander of the assignment sought.
3. The Chief will notify the Commander of the Professional Standards Division concerning the final list and the commander shall cause the list to be posted or distributed.
4. Rank order shall be considered when making a selection, as shall subsequent disciplinary or performance issues and current Department needs.
5. A member or employee may waive a specialized assignment and remain on the list for future consideration. A member or employee who accepts a specialized assignment shall be removed from any other selection list on which he/she may appear.
6. Qualified individuals who have applied for an assignment shall be given preference during the selection process.

III. SPECIALIZED ASSIGNMENTS AND COLLATERAL ACTIVITIES

A. Number, Timing and Duration of Specialized Assignments

1. The number of personnel assigned to specialized units or collateral activities shall be determined by the Chief of Police.
2. Positions in specialized assignments shall be made available in accordance with prevailing labor agreements.
3. The retention of individuals in a specialized assignment shall be based on Department needs, performance and training costs.

General Order B - 13 (Redacted)

4. Transfers to and from specialized assignments will normally be made in January of each year. Other arrangements may be made according to Department needs.
5. Members who are scheduled to rotate to the Patrol Division in January of any given year will participate in the P Division shift selection process for that year.
6. Members shall be assigned to the Special Investigations Section for a maximum of three years, provided, however, that an exception may be approved by the Chief of Police.
7. A member serving satisfactorily as a K-9 handler will normally remain in that assignment until his or her canine is retired from service.

B. Assignment to Collateral Activities

1. The following are considered collateral activities, rather than specialized assignments: The Emergency Services Unit (ESU), Mounted Patrol, Bicycle Patrol, the Peer Support Team, the Honor Guard, the Recruitment Team and Force Instructors.
2. Personnel participate in collateral activities at the discretion of the activity leader and the Chief of Police. To avoid adverse impact on regular duty assignments, personnel are limited to two (2) concurrent collateral activities, absent an exception by the Chief of Police.
3. Personnel interested in a collateral activity may submit an application via e-mail or memo, through the chain of command, to the relevant activity leader. A list of individuals who have submitted applications will be maintained by the activity leaders. The lists will be updated annually and interviews conducted as necessary to fill positions.
4. Personnel applying for the Peer Support Team and for the Emergency Services Unit (ESU), including Hostage Negotiator, Tactical Dispatcher and Sniper, are required to pass a psychological examination as part of the select process.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-14

SUBJECT: PEER SUPPORT PROGRAM

DATE: August 17, 1993 (Issued)
May 13, 2010 (Last Revision)

I. POLICY

- A. The Peer Support Program provides assistance to Department personnel and their immediate family members during times of personal or professional crisis or difficulty.
- B. The Peer Support Program is intended to provide a network of trained members and employees who volunteer their assistance to co-workers in need. It is not intended to replace the services of licensed clinicians, or to diminish administrative, supervisory or legal responsibilities.
- C. Peer Support Program policies which impact the Department as a whole shall be subject to the prior approval of the Chief of Police.
- D. Peer Support assistance is not intended to take the place of any fitness-for-duty assessment by a licensed clinician.

II. DEFINITIONS

- A. *On-Duty Critical Incident* - is defined, for purposes of this order, as a serious, traumatic event including, but not limited to, officer-involved shootings, major injury accidents and multiple-fatality incidents.
- B. *Peer Assistance* - The process by which trained members and employees of the Department provide support, consolation, referrals and similar services to colleagues and family members who are experiencing personal or professional difficulties.
- C. *Peer Support Committee* - The committee responsible for establishing policies and procedures for the program. It is composed of the Peer Support Coordinator, the Peer Support Professional and a minimum of three trained Peer Support Team members.

One Team member shall chair the Committee and, in that role, perform the added duties of recruiting, screening persons who apply to join the Team, coordinating and documenting the training of Team members, collecting and maintaining data concerning the number and duration of peer assistance sessions, updating and posting Team member lists, and assisting the Peer Support Coordinator. The Chairperson may be allowed a reasonable amount of on-duty time to accomplish these duties.

- D. *Peer Support Coordinator* - The member or employee, appointed by the Chief of Police, who establishes and maintains directory of referral services available to the program and provides liaison between Peer Support Team members, the Peer Support Professional, the Chief and other Department personnel.
- E. *Peer Support Professional* - A licensed clinician who has specialized experience, education and training relevant to police service.
- F. *Peer Support Team* - Members and employees selected and trained to provide peer assistance.
- G. *S.I.R.E.N.* (Support In Response to Emergency Network) - A component of the program, composed of spouses who provide immediate and on-going support and consolation services to the families of Department personnel following an incident.

III. PROCEDURE

A. Selection of Peer Support Team Members

1. Members or employees applying to serve on the Peer Support Team shall have completed probation, been nominated by at least two other members or employees and subsequently endorsed by their supervisors. They must pass a personnel-file review by the Peer Support Coordinator and be willing to volunteer a reasonable number of hours to undergo training and provide peer assistance.
2. Applicants who meet the criteria set forth in (1.), above, shall then be interviewed by the Peer Support Professional and the Peer Support Committee.
3. The Peer Support Coordinator shall notify the Training Unit when new Peer Support Team members are selected.

B. Training

1. The Peer Support Coordinator is responsible for determining individual and overall training needs of program participants and for scheduling appropriate training sessions.
2. New Team members shall receive POST-approved training on the subject of peer counseling before being utilized to provide peer assistance.
 - a. The nature and duration of the initial training shall be subject to endorsement by the Peer Support Professional and approval of the Peer Support Coordinator.
 - b. The initial training is intended to provide essential skills in areas which include, but are not necessarily limited to, establishing rapport, listening skills, crisis intervention, relationship issues, depression and suicide, post-incident syndrome, job-related issues and appropriate Team member responses.
 - c. Subsequent training shall be provided regarding topics including, but not limited to, employee assistance, post-traumatic stress and ethics.
3. The Peer Support Professional will provide or arrange on-going training for Team members as he or she deems appropriate. In addition, the Peer Support Coordinator will ensure that Team members receive periodic training in relevant POST-approved courses.

C. Requesting Peer Support

Any member or employee of the Department may obtain peer assistance for himself or herself, or for an immediate family member, by contacting the Peer Support Team member of his or her choice. A current list of available members shall be posted throughout the Department by the Peer Committee Chair and provided to supervisors, managers and the Communications Section.

D. Assigning Peer Support

Following an on-duty critical incident, the on-duty Watch Commander shall in preference assign a Peer Support Team member to assist an involved member or employee.

General Order B - 14 (Redacted)

1. The involved member or employee may request the Peer Support Team member of his or her choice.
 2. The assigned Team member shall promptly relieve any other member or employee who may have been assigned to support the involved person and shall remain in that role until relieved by the Peer Support Professional, another Team member or other competent authority. When appropriate, the Team member shall contact the involved member or employee's family and the S.I.R.E.N. team leader.
- E. Peer Support Team Procedures
1. Peer Support Team members will respond to calls for assistance at any time, if available.
 - a. In most cases, peer assistance will be provided during one or more on-duty meetings of relatively short duration.
 - b. Team members shall make a reasonable effort to remain available to persons being assisted and to offer additional support as needed. Provided, however, that prolonged peer assistance will be scheduled to take place during on-duty hours, absent an emergency.
 2. Expenses incurred by Team members who provide peer assistance while off duty are not reimbursable.
 3. Peer Support Team members shall respect and maintain the confidentiality of services provided and information regarding the condition of the person being assisted or the circumstances surrounding the Team's involvement.
 - a. Although no legally-protected confidentiality privilege exists between a Team member and a person receiving peer assistance, the Department considers communications between a Team member and a subject person as privileged, to the extent possible.
 - b. Participation in Peer Support does not excuse Team members from their legal responsibilities. Team members shall promptly notify an appropriate command officer if they conclude that an assisted person is a danger to himself/herself or others, has committed child or elder abuse or a serious violation

of the law, or has engaged in behavior which significantly impacts his or her ability to perform as a peace officer or Department employee. A Team member shall take appropriate action to warn a potential victim if an assisted person makes a credible threat upon the life or safety of that individual.

4. Team members shall not impose any service on nor coerce an assisted person.
5. Team members who provide peer support assistance shall forward an email notification of each contact to the Peer Support Coordinator. Notifications shall not contain names or otherwise identify the persons for whom peer assistance was provided, but shall include:
 - a. Date of contact
 - b. Time spent on contact
 - c. Brief summary of contact
 - d. Outcome
 - e. Resources provided or referrals made.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-15

SUBJECT: PEACE OFFICER STATUS

DATE: October 30, 1992 (Issued)
November 10, 2003 (Last Revision)

I. POLICY

- A. Within the City of Vallejo, members in uniform, whether on-duty or off-duty, shall be properly equipped and shall take appropriate action to protect life and property, preserve the peace and prevent crime.
- B. Within the City of Vallejo, on-duty members, whether or not in uniform, shall take appropriate action to protect life and property, preserve the peace and prevent crime.
- C. Within the City of Vallejo, off-duty members not in uniform shall take action appropriate to the circumstances.
- D. Outside the City of Vallejo, members in uniform, whether on-duty or off-duty, shall take peace officer action in accordance with the provisions of California Penal Code Section 830.1. In pertinent part, that section grants statewide authority:
 - 1. As to any public offense committed or which there is probable cause to believe has been committed within the city of Vallejo;
 - 2. Where the peace officer has the prior consent of the chief of police, if the place is within a city, or of the sheriff, if the place is within a county;
 - 3. As to any public offense committed or which there is probable cause to believe has been committed in the peace officer's presence, and with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of the offense.

General Order B - 15 (Redacted)

- E. Outside the City of Vallejo, on-duty members not in uniform shall take appropriate peace officer action in accordance with Penal Code Section 830.1.
- F. Outside the City of Vallejo, off-duty members not in uniform may, but are neither required nor encouraged, to take peace officer action. Such action, if taken, shall be on a strictly voluntary basis and only under the conditions set forth in Penal Code Section 830.1.
- G. Off-duty members placing themselves in peace officer status shall, absent extraordinary circumstances, immediately identify themselves as peace officers and display Department identification.
- H. Off-duty members shall not place themselves in peace officer status while engaged in outside employment.
- I. Off-duty members shall not place themselves in peace officer status while under the influence of an alcoholic beverage or of any substance that may diminish sound reasoning and judgment.
- J. Off-duty members who are the victim of a criminal act shall, to the extent reasonable, allow on-duty personnel to handle the incident.
- K. Off-duty members are at all times subject to recall to duty by competent authority.

II. PROCEDURES

- A. Whether or not in the City of Vallejo, off-duty members who place themselves in peace officer status shall report the activity to the Vallejo Police Department's Watch Commander as soon as possible. Except in minor incidents, as determined by the Watch Commander, the member shall document the activity as follows:
 - 1. If a Vallejo Police Department report was not completed immediately following the incident, the member shall, upon return to duty, prepare and submit a memorandum to his or her supervisor. The memorandum shall set forth the date, time, location and circumstances of the incident and detail the actions taken by the member.
 - 2. The member shall attach a copy of any outside agency report, or list the report number of any such document.

General Order B - 15 (Redacted)

- B. Off-duty members who take appropriate police action shall be entitled to those non-monetary benefits normally associated with peace officer status, including, but not necessarily limited to, workers' compensation coverage and legal representation.
- C. Court appearances and related judicial procedures resulting from appropriate off-duty actions shall be compensated in the same manner as appearances and procedures resulting from on-duty activities.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-16

SUBJECT: JUDICIAL APPEARANCES/ COURT LIAISON UNIT

DATE: June 11, 1992 (Issued)
September 15, 2009 (Last Revision)

I. POLICY

- A. Attendance at judicial or quasi-judicial hearings related to Department employment, in response to a subpoena, is an official duty assignment.

Personnel are required to testify before a:

1. Competent investigative body,
2. Judicial tribunal,
3. Hearing board, or,
4. Person authorized to take testimony,

regarding any job-related incident, or any incident which may bring discredit on the Department.

- B. Personnel shall fully co-operate with judicial and quasi-judicial processes for which they are subpoenaed or otherwise lawfully required to appear. Personnel shall, when so directed during Departmental investigations, answer questions from and render material and relevant statements to competent authority.
- C. The Court Liaison Unit functions to minimize the number of court appearances required of Department personnel, while supporting the successful prosecution of criminal defendants and the resolution of other judicial matters.
- D. The Court Liaison Unit assumes responsibility for forwarding cases to the District Attorney for review, filing and prosecution, for facilitating requests for case follow-up, for posting court appearance schedules, for canceling

General Order B - 16 (Redacted)

court appearances, for coordinating prosecution efforts and for monitoring subpoena service and documenting court-related overtime expenditures.

- E. E-mailed subpoenas issued by the Solano County District Office have the same legal status as subpoenas received by any other means.
- F. Department personnel are under the same obligation to accept electronic subpoenas as non-electronic subpoenas and to appear in accordance with instructions contained therein. Failure to do so is cause for discipline.

II. PROCEDURE

A. Case Submission

- 1. Members submitting cases for filing of criminal charges shall include sufficient information to clearly establish the elements of the crime.
- 2. Members shall document the pertinent statements, actions and observations of persons named in crime reports.
- 3. Members shall adequately identify suspects and witnesses. Adequate identification of suspects includes a date of birth, physical description and a notation of how the suspect was identified.

B. Court Confirmation

- 1. Upon receipt of a subpoena, personnel shall review the case report and if subpoenaed in error, shall notify the Court Liaison Unit.
 - a. Personnel subpoenaed to testify for the defense, or against the City or Department, shall, upon receipt of such subpoena, notify their supervisor, the Court Liaison Unit and the pertinent prosecuting attorney.
- 2. Personnel shall call the Court Liaison recording after 1700 hours on the day before their court appearance to verify appearance information.
 - a. If the recording is unavailable or unclear, personnel shall call the Watch Commander, to check the posted call-off list.
 - b. On those occasions where the courts trail a case from the subpoenaed date and time to a subsequent date, personnel shall follow the instructions on the recorder or those provided

General Order B - 16 (Redacted)

verbally by the Court Liaison Unit or a designee. Personnel shall appear at the date and time provided in such instructions.

C. Court Sign In

1. Thirty (30) minutes prior to their scheduled appearance, personnel shall report to the District Attorney's office in business attire, as defined in General Order H-8, or in uniform, with copies of pertinent reports, and shall sign the court sign-in book. Personnel shall sign in only themselves.
2. Members wishing to collect the overtime authorized for cases canceled on the date of appearance shall submit a completed Duty Status Card for two (2) hours of compensation, without appearing. Such Duty Status Cards may be submitted only for appearances which fall on the member's scheduled day off.

D. Court Appearances

1. Only uniformed members are permitted visible weapons.
2. Personnel shall avoid any mannerism which could imply ct
to the court.

E. Stand By

The District Attorney's Office has no authority to place Department personnel on telephone stand-by, or to restrict their activities at home or elsewhere.

F. Electronic Subpoenas (E-subpoenas)

1. In accordance with Department General Order I-3, "Electronic Media", "Personnel shall review their voice mail and e-mail messages once each regularly scheduled work day, at minimum."
2. Personnel shall immediately open and appropriately respond to any e-mail designated as pertaining to a subpoena.
3. Absent the prior receipt of cancellation or "call-off" information, it is the responsibility of the subpoenaed individual to call the Department's court recording after 5 p.m. on the day before a scheduled court appearance.

4. Incoming E-Subpoenas

- a. E-mail containing subpoenas will be labeled "SUBPOENA" and will include the DA number, type of hearing and the date of the hearing.
- b. Open the e-mail. When finished reading, hit the "REPLY" button. Choose the option "REPLY TO ALL." Hit "OK".
- c. Type "Sub rec'd" (Subpoena Received) in the message area.
- d. Hit the "SEND" button. **The subpoena is now served.**
- e. Print a copy, if desired.

5. Request for Continuance, E-Subpoenas

Only the District Attorney, the case attorney or designee, or other competent court official has the authority to excuse personnel from court appearances for which a subpoena has been served.

Personnel aware that they will be unavailable to attend a court appearance for which they have been electronically subpoenaed shall submit an electronic "Request for Continuance":

- a. Complete Steps "b" thru "e" in "4", above, to accept service of the subpoena.
- b. After accepting service, go to the VPD Intranet site. Go to the "Request for Continuance" e-form link.
- c. Complete the "Request for Continuance" electronic form. Save a copy to the computer or to a portable drive, or print a copy, for documentation.
- d. Return to email. Send the "Request for Continuance" to the Department Court Liaison Unit, as an e-mail attachment. Copy the email to your supervisor.
- e. The Court Liaison Unit will review the "Request for Continuance" electronic form and confirm that the member or employee will not be available for the dates requested.

- f. If appropriate, the Court Liaison Unit will forward the "Request for Continuance" electronic form to the appropriate District Attorney, via e-mail, with a notation that the request has been reviewed. The District Attorney's Office recognizes only those continuance requests sent via the Court Liaison Unit.
 - g. Personnel are responsible for contacting the pertinent Deputy District Attorney to confirm that their appearance has been excused.
 - h. The District Attorney may provide case cancellation or "call-off" information to the Court Liaison Unit. If this occurs, the Court Liaison Unit is responsible for forwarding such information to the subpoenaed individual.
 - i. Personnel who are ill on the day of a scheduled appearance shall so notify the pertinent Deputy District Attorney.
6. The Vallejo Police Department Court Liaison Unit, upon becoming aware of a member or employee's failure to respond to an e-mailed subpoena, shall send a follow-up e-mail to the member or employee, requesting a response. A copy of such request shall be sent to the individual's supervisor.

G. Paper Subpoenas

1. The Court Liaison Unit shall verify, log and stamp paper subpoenas. Only subpoenas processed through the Court Liaison Unit may be considered compensable.
2. Personnel shall serve subpoenas on any named member or employee available for service.
3. Personnel having a scheduling conflict with an appearance date on a paper subpoena shall immediately fill out a conflict form (see attachment) and submit it to the Court Liaison Unit with a copy of the served subpoena, while retaining the original, and shall contact the assigned attorney. Prior to participating in other activities, personnel shall confirm that their appearance has been canceled.

H. Duty Status/Overtime Report

1. Personnel shall submit overtime cards during the week in which their appearance was made, or promptly upon their return to work from days off, school or vacation, if applicable.
2. Personnel reporting court overtime shall fill out both sides of the first page of the Duty Status Card and shall designate pay or compensatory time and the number of actual hours or minimum hours, as appropriate.
3. Personnel shall submit completed Duty Status Cards to the Court Liaison Unit, with their copy of the subpoena, if applicable.

I. Civil Cases

1. General

- a. Civil subpoenas require that a fee be paid to the City prior to the testimony of Department personnel. On-duty personnel shall direct civil process servers to the Court Liaison Unit, or, if served off-duty, shall bring such subpoenas to the Court Liaison Unit. Personnel shall not appear until the fee has been received.
- b. Personnel subpoenaed by a plaintiff or defendant will generally not be compensated by the City. Exceptions may be made where personnel are:
 1. Directly involved in the action leading to the hearing, and,
 2. Also called by the City in the action, or,
 3. Authorized by the City for compensation prior to the hearing date.
- c. Compensation for appearances at Civil Service and similar hearings shall be handled in accordance with the Vallejo Police Officer's Memorandum of Understanding.
- d. Members do not generally serve civil process, nor assist in civil cases except to prevent or abate a breach of the peace or a crime. Court orders pertaining to domestic violence, as

described in General Order D-4 "Domestic Violence", are an exception.

2. Civil Appearances

- a. Personnel shall testify in civil actions only in response to a subpoena.
- b. On-duty personnel shall refer the bearer of civil subpoenas to the Court Liaison Unit.
- c. Personnel shall, at the earliest opportunity, notify the Court Liaison Unit of an off-duty receipt of civil processes or subpoenas arising from Department employment.
- d. Prior to giving a deposition or affidavit in a civil case, personnel shall notify their supervisor, who shall, if the case is of importance to the City, notify the City Attorney and the Chief of Police.
- e. Personnel shall obtain permission from the Chief of Police prior to entering into any financial agreement for appearance as a witness in a civil matter.

SOLANO COUNTY DISTRICT ATTORNEY

Subpoena Service Unit

600 Union Ave.

Fairfield, CA 94533

COURT CONTINUATION FORM

This form must be returned at least 10 days prior to the scheduled appearance. Please attach completed form to subpoena. This form will be forwarded to the Deputy District Attorney handling the affected case.

Date: _____

From Law Enforcement Agency:

- Benicia Police Department
- California Highway Patrol
- Dixon Police Department
- Fairfield Police Department
- Rio Vista Police Department
- Sheriff's Department
- Suisun Police Department
- Vacaville Police Department
- Vallejo Police Department

Subject: Request for continuation of court case.

We request the indicated court case be continued/cance _____ mployee
_____ Badge # _____, phone # _____ .

The Officer/employee will be unable to attend court from _____ to _____ due to:

- Regular scheduled vacation
- Authorized military leave
- Scheduled for required training, away from the area
- Off ill/injured and under the care of a physician
- Other:

Court case affected:	Court case #	Trial Date
-----------------------------	---------------------	-------------------

People vs. _____

We request that a continuation/cancellation notice be sued to the officer/employee to confirm the requested action.

Supervisor's Signature

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-17

SUBJECT: CITIZEN COMPLAINT PROCEDURES,
INTERNAL AFFAIRS UNIT

DATE: April 13, 1971 (Issued)
October 29, 2009 (Last Revision)

I. POLICY

- A. In order to enhance public trust and confidence in the police service and to protect members and employees from unwarranted allegations of misconduct, complaints against personnel shall be received promptly and courteously and investigated in a thorough, timely, confidential and impartial manner.
- B. Investigations pertaining to alleged misconduct shall be conducted in accordance with the provisions of the Public Safety Officers' Procedural Bill of Rights Act, as set forth in California Government Code Section 3300. For purposes of this order, the provisions of that Act shall pertain to both members and employees.
- C. When conducted in the normal course of duty, supervisory counseling, instruction, or admonishment does not constitute an internal investigation, nor disciplinary action.
- D. Personnel named as subjects of citizen complaints shall be notified of the complainant regarding such complaint, except as directed by competent authority. Personnel are strictly prohibited from any act of retaliation in response to any citizen complaint. A violation of this section is subject to discipline, up to and including termination.
- E. Discipline is administered in accordance with the City of Vallejo Administrative Rule 2.35 "Employee Discipline".

II. PROCEDURE

A. GENERAL

- 1. A member or employee not assigned to the Internal Affairs Unit who receives a citizen's complaint regarding Department procedures or the conduct of Department personnel shall immediately refer the complainant to the on-duty Watch Commander. If the Watch Commander is not available, the citizen shall be referred to an on-duty

supervisor who shall receive the complaint and inform Watch Commander of any action taken.

2. A complainant who declines referral to the Watch Commander or other supervisor shall be provided a complaint form and directed to contact the Internal Affairs Unit.
3. Persons making complaints against Department personnel shall be asked to submit their allegations in writing, but their refusal to do so, or their insistence on remaining anonymous, shall not deter the receipt and investigation of any complaint.
4. Original complaint forms and original related documents received from complainants shall be forwarded to the Internal Affairs Unit.
5. Complaints received by the Internal Affairs Unit may be investigated by the Unit or by a designee.
6. Members or employees who are involved in or who learn any incident which appears reasonably likely to result in a complaint against Department procedures or personnel shall, in a timely manner, notify a supervisor or the Internal Affairs Unit, with related documentation.
7. Where the nature and severity of an allegation so warrants, the Watch Commander shall notify the Internal Affairs Unit supervisor, the Professional Standards Division Commander and/or the Chief of Police. Where gross misconduct is alleged and the welfare of the Department suggests the need, the Watch Commander shall temporarily relieve a subject member or employee from duty, without loss of salary or benefits, pending direction from the Chief of Police.
8. The Chief of Police may, at his or her discretion, convene a committee of individuals whose function it shall be to gather information regarding a specific incident and to make recommendations based on their expertise and findings.

B. RESOLUTIONS

The Watch Commander, or supervisor acting in lieu of the Watch Commander, who receives a citizen complaint shall take one of the following actions:

1. Informal Resolution

General Order B - 17 (Redacted)

- a. Complaints pertaining to procedural issues or minor criticisms regarding the conduct of Department personnel may be resolved informally. Provided, however, that the complainant freely agrees to such resolution and expresses that he or she does not expect nor require any further action.

Examples of issues which may be suitable for informal resolution include, but are not limited to, the department of Department personnel, or misunderstandings regarding Departmental procedures or tactics.

- b. The Watch Commander or designee who receives a complaint which is to be resolved informally shall promptly, by e-mail, notify the Internal Affairs Unit of the complaint and that an informal resolution has been undertaken or completed. An anticipated completion date shall be included.
- c. Upon completion of an informal resolution, the Watch Commander shall prepare and forward an "Informal Complaint Resolution Form" to the Internal Affairs Unit. If the matter cannot be resolved in a timely manner, the Watch Commander shall forward the complaint, together with any relevant reports or other information, to the Internal Affairs Unit.

2. Formal Resolution

- a. Where an informal resolution is not appropriate or is not acceptable to the complainant, a formal investigation shall be conducted, utilizing the "Investigative Report Format" herein. The Watch Commander or designee shall do one of the following:
 - (1) Receive and investigate the complaint him- or herself.
 - (2) Assign a Field Operations supervisor to investigate the complaint.
 - (3) Immediately forward the complaint to the commander of the involved member or employee for investigation.
 - (4) Where timely investigation by the Watch Commander, a Field Operations supervisor or the commander is impractical or inappropriate,

forward the complaint, together with any relevant documents and information, to the Internal Affairs Unit.

- b. Upon completion of an investigation requiring a formal resolution, the investigator shall submit a report, with relevant statements and documents, to the Internal Affairs Unit detailing the investigative action taken and setting forth one of the following findings:
 - (1) *Unfounded*, meaning that sufficient evidence exists to prove that the act or acts complained of did not occur as alleged.
 - (2) *Exonerated*, meaning that the act(s) that provided the basis of the complaint occurred but were justified, lawful and proper.
 - (3) *Not Sustained*, meaning that the investigation failed to disclose sufficient evidence to prove or disprove the allegations.
 - (4) *Sustained*, meaning that sufficient evidence exists to prove the allegations.
 - (5) *Not involved*, meaning that the investigation disclosed that inappropriate activity did occur, but the named member or employee was not the actor.
 - (6) *Procedural*, the incident was a procedural error with no violation of policy or law.
 - (7) *No Finding*, the complainant failed to disclose promised information, is no longer available, or wishes to withdraw the complaint.

3. Frivolous Complaints

If, during the course of a formal or informal investigation of a citizen's complaint, the investigator determines that complaint is frivolous, defined in accordance with the California Code of Civil Procedures, Section 128.5, as "totally and completely without merit or for the sole purpose of harassing", the investigator shall:

- a. Document the information leading to such determination.

- b. Suspend further investigation of the complaint.
- c. Submit a report, with relevant statements and documents, to the Internal Affairs Unit detailing the investigative action taken and setting forth the finding of "Frivolous".

D. REPORT REVIEW

Internal investigations reports will be processed in the following manner:

1. The Internal Affairs Unit supervisor shall review an investigation for thoroughness and adequacy and shall record his or her approval or disapproval of the investigative report. If disapproved, the report shall be returned to the investigator with appropriate instructions for completion or correction. If approved, the report shall be endorsed and forwarded to the Professional Standards Division Commander.
2. The Professional Standards Division Commander shall evaluate the adequacy of the investigation and record his or her approval or disapproval of the report. A disapproved report shall be returned to the Internal Affairs Unit supervisor for appropriate action and an approved report shall be forwarded to the supervisor of the subject member or employee for information and review.
3. The supervisor of the subject member or employee shall review the report and forward it, together with any relevant comments, through channels to the Chief of Police.
4. Individuals disagreeing with the adequacy or findings of an investigation shall forward such information, with relevant documentation, under separate cover, with the report.
5. The Chief of Police shall approve or disapprove the investigative report and the recommended finding(s).
 - a. If the approved finding is one of *sustained*, the Chief shall decide the corrective action to be taken and direct the relevant Bureau Commander to administer or initiate that action. The investigative report and file shall be returned to the Internal Affairs Unit for retention after such action has been taken.

- b. If the approved finding is other than sustained, the Chief shall cause the report to be returned to the Internal Affairs Unit for retention.
6. The Internal Affairs Unit supervisor shall ensure that the complainant is informed regarding the conclusion of the investigation and the finding that was reached. If appropriate, he or she may meet with the complainant to explain the investigative process and the basis for the finding, but shall not divulge any confidential information developed during the inquiry.
7. In accordance with California Penal Code Section 832.5, reports and case files pertaining to internal investigations shall be retained in the Internal Affairs Unit for a minimum of five (5) years and shall be purged only in accordance with local ordinances and State law.

E. INTERNAL AFFAIRS UNIT

1. In addition to assigning, directing and controlling the investigation of complaints pertaining to the misconduct of personnel and Department procedures, Internal Affairs personnel shall:
 - a. Maintain and review data, records and evidence regarding personnel investigations.
 - b. Conduct periodic, random audits of the manner in which prisoners, property and evidence are processed.
 - c. Periodically audit crime and collision reports and interview victims to determine their level of satisfaction with the services provided by Department personnel.
 - d. Develop, maintain and analyze data to detect behavioral trends and recommend appropriate proactive attention through training, policy modification or other corrective action.
 - e. Monitor complaint investigations to ensure timely disposition.
 - f. Conduct biannual review and purging of personnel files. Such reviews are not conducted upon request.

- g. Review subpoenaed personnel files to assure that materials have been removed in accordance with this order.
2. The supervisor of the Internal Affairs Unit shall prepare monthly and annual reports to inform commanders and the Chief of Police of complaint trends, the nature (by source and classification) and number of complaints received during the reporting period, the complaints per organizational unit and such other statistical factors as he or she may deem relevant.
3. When requested by the City Attorney, the supervisor of the Internal Affairs Unit shall cause investigations to be made concerning legal claims that may result in civil litigation against the City.

F. DISPOSITION OF REPORTS

1. Members and employees may review their personnel files only at the Professional Standards Division office during normal business hours. Off-duty personnel will not receive compensation to view their files. Should a disciplinary action be found which has been retained beyond the length of time agreed upon, personnel shall notify Professional Standards and shall not remove any items from their personnel files.
2. Disciplinary actions removed from members and employees' files shall be transferred to the complaint file for the duration of mandated retention, then destroyed and no documentation kept.
3. Completed files of complaints shall be retained by the Internal Affairs Unit in accordance with statutory requirements and current contractual agreements.
 - a. Sustained or unappealed written reprimands shall be removed from the member or employee's personnel file two years from the date of issue, unless such written reprimand becomes part of a progressive disciplinary action undertaken within the two year period. In such a case, it will remain in the file for five years from the date of resolution of the progressive disciplinary action.
 - b. Sustained or unappealed disciplinary actions other than written reprimands, including but not limited to suspensions, demotions, and punitive transfers, shall be removed from the file five years from the date of

issue, or in the case of a sustained (or modified) appeal of such action by the Civil Service Commission, five years from the date of the decision by the Civil Service Commission, unless such disciplinary action becomes part of a progressive disciplinary action undertaken within the five year period. In such case, the action will remain in the file for five years from the date of resolution of the progressive disciplinary action.

III. INFORMAL REPORT FORMAT

INFORMAL RESOLUTION OF COMPLAINT
OR POLICY COMPLAINT

DATE:

DIVISION:

SHIFT:

CITIZEN NAME:

ADDRESS:

PHONE:

SUPERVISOR HANDLING:

INVOLVED OFFICER/EMPLOYEE:

BRIEF SUMMARY OF COMPLAINT:

HOW/ WHEN RESOLVED: (Note: If the complaint is not yet resolved, advise reason for delay and anticipated resolution date. Upon completion, you must notify Internal Affairs of when and how the complaint was resolved.)

How Resolved:

Date Resolved:

IV. INVESTIGATIVE REPORT FORMAT

In lengthy or complex investigations, it may be necessary to add a SYNOPSIS category after the COMPLAINT SUMMARY category. This is a comprehensive summation of the sequence of events, including dates, times, and places that event(s) occurred, supported with facts, not opinion. Contrasting issues and discrepancies are defined.

When statements are transcribed, a summary is entered the respective statement category. Actual transcriptions are filed with and noted in the list of attachments.

VALLEJO POLICE DEPARTMENT

[Date]

TO: [Chief] Chief of Police

FROM: [Investigator]

SUBJECT: Citizen's Complaint #00-00

COMPLAINT SUMMARY

How the complaint was initiated and a synopsis of the complaint or alleged act of misconduct.

COMPLAINANT/WITNESS STATEMENTS

Include the date, time and witness name, address, phone (home and business). Document who was present for the interview where it was conducted.

Example:

MARSHA CITIZEN, 123 Happy Lane, home 648-1234, work #415/321-1234, Interviewed at VPD by (name of investigator) in the presence of (name of all persons present)

[Statement narrative.]

EMPLOYEE/WITNESS STATEMENTS

Include the date, time and witness name. Document who present for the interview and where it was conducted.

Example:

OFFICER JOHN DOE, Interviewed at VPD by Lt. Smith in the presence of VPOA Representative John Doe

[Statement Narrative.]

ADDITIONAL INFORMATION

A description of the scene, evidence collected and other relevant information.

CONCLUSIONS

The significance of statements, physical evidence or reports leading to the finding.

FINDINGS

A recommended finding for each allegation brought against the member or employee. The recommended finding shall be one of the categories listed.

LIST OF ATTACHMENTS

Example:

1. Citizen's complaint form filled out by Ms. Citizen, 041291
2. Transcription of Officer Doe interview, 041391

EVIDENCE IN FILE

Example:

1. 3 Polaroid photographs of complainant
2. Cassette tape of Officer Doe interview

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-18

SUBJECT: COLLISION AND FIREARMS DISCHARGE
INTERVIEWS

DATE: APRIL 19, 2004

I. POLICY

- A. Personnel to be interviewed as a result of an on-duty vehicle collision or firearms discharge shall, upon request and before any interview, be afforded a reasonable length of time in which to consult with counsel or acquire a representative to be present.

“Reasonable length of time” varies with attendant circumstances, including the severity of the incident the ability of counsel or a representative to respond. It is generally interpreted as within one hour for a vehicular collision, two hours for a firearms discharge.

- B. Nothing herein precludes a supervisor from obtaining preliminary information to ensure public safety or scene security.

II. PROCEDURE

- A. A member of the rank of sergeant or above, not involved in the incident, shall take the statements of involved personnel.
- B. The interviewing member shall determine a reasonable length of time to defer an interview.
- C. Once the deferral has elapsed, the interviewing member shall order involved personnel to participate in an interview and render a statement, whether or not counsel or the designated representative has arrived.
- D. In the event of a refusal, the interviewing member shall document in writing the refusal and the date and time that the order was given, and forward that information to the Chief of Police via the chain of command.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-19

SUBJECT: BACKGROUND INVESTIGATIONS

DATE: May 23, 2006 (Issued)

I. POLICY

- A. Pre-employment background investigations are conducted in compliance with Department policy, California Peace Officers Standards and Training (P.O.S.T.) recommendations and statutory requirements.
- B. Information developed during the course of background investigations is confidential. This includes, but is not limited to, information supplied by or pertaining to: relatives, references or acquaintances; current and previous employers; credit, education, employment, military, medical or personnel records; and the results of pre-employment medical, psychological and polygraph reports and drug screening.
- C. Information developed during or contained in an applicant's, member's or employee's background investigation shall not be revealed, released or disseminated except in accordance with this General Order, or statute, or in response to an order of the court. Disclosure of information in violation of this order is subject to disciplinary action.

II. PROCEDURE

- A. Preliminary testing for positions within the Police Department shall be administered by the Professional Standards Division, in conjunction, as appropriate, with the City of Vallejo man Resources Department. Successful applicants shall be ranked in accordance with established procedures.
- B. The Professional Standards Division shall provide, to those applicants whose ranking is deemed acceptable, a Personal History Statement questionnaire (henceforth referred to as PHS) and polygraph questionnaire, and such other questionnaires and documents as are required for completion of the background

investigation, and may establish a deadline for the submission of such documents.

C. Upon review of submitted documents by Professional Standards Division personnel, the applicant may be scheduled for a polygraph examination.

D. Pre-employment Polygraph Examination

1. Applicants for positions in the Vallejo Police Department, including personnel transferring from other City of Vallejo employment, shall undergo a pre-employment polygraph examination, administered by a certified polygraph examiner. The polygraph examiner is responsible for interpreting the results of the examination.

2. The purpose of the polygraph examination is to ensure the accuracy of information provided by the applicant. Inquiries by the polygraph examiner shall pertain to the applicant's qualifications, the accuracy and comprehensiveness of information contained in the application, PHS and questionnaire(s) and to the applicant's conduct relative to standards, essential job functions and background dimensions, as established by P.O.S.T., the City of Vallejo and/or the Vallejo Police Department, relative to the position applied for.

3. Applicants shall not be disqualified solely on the polygraph examiner's assertion of the presence of indicators of deception. However, statements or admissions regarding previously undetected or undisclosed misconduct, made during interviews conducted by the polygraph examiner, or information disclosed which is significantly inconsistent with that previously provided in documents or interviews, will provide a basis for disqualification.

E. Background Investigation

Upon successful completion of a polygraph examination, and review of the polygraph results by Professional Standards personnel, the applicant may, with the concurrence of the Chief of Police and such administrative personnel as he or she designates, be assigned to a background investigator. The investigator shall conduct an inquiry in accordance with P.O.S.T. standards and statutory requirements, which includes, at minimum:

General Order B – 19 (Redacted)

1. Confirmation of the accuracy and authenticity of documents and information submitted by the applicant. This shall include an initial meeting with the applicant.
 2. Contact with previous employers, relatives and references supplied by the applicant and verification of the applicant's qualifications, training and education. The background investigator shall develop sufficient secondary and tertiary references to ensure a thorough check of the applicant's character and employment, personal and financial histories.
 3. The preparation of a written report detailing the results of the background investigation, including supporting documentation, and separately documenting, in an executive summary, confidential information. This report shall be submitted, through the Professional Standards Division Commander, to the Chief of Police.
- F. Upon review by the Chief, if the applicant is found to be suitable, a conditional offer of employment may be extended and Professional Standards personnel shall cause the applicant to be scheduled for medical, drug and psychological evaluations.
- G. Where the applicant is found not to be suitable, the Professional Standards Division Commander shall notify the applicant in writing. Information regarding the basis for such decision, including reference to pertinent essential job function(s) or P.O.S.T. background dimension(s), shall be provided upon request.
- H. Pre-employment Medical Examination
- Applicants tendered a conditional offer of employment shall be required to pass a pre-employment medical examination, administered by a licensed physician retained by the City of Vallejo.
- I. Pre-employment Drug Screening
- Applicants tendered a conditional offer of employment shall be required to pass a pre-employment drug screening.
- J. Pre-employment Psychological Examination
- Applicants tendered a conditional offer of employment shall be required to pass a pre-employment psychological evaluation, conducted by a licensed psychiatrist or psychologist retained by the City of Vallejo. The applicant must be found suitable for hire in the position for which he or she has applied.

General Order B – 19 (Redacted)

K. Final Review

1. The Chief of Police or a designee shall determine, via a review of the medical and psychological evaluations results, whether the applicant has met the standards for appointment.
2. Where results of the psychological or medical examination disclose the need for additional background investigation the Chief of Police shall cause the appropriate investigation to be completed and documented in a manner consistent with this order.

L. Appointment

1. Where the applicant is found to be suitable, the Chief of Police shall make the appointment.
2. Where the applicant is not recommended for appointment, the Professional Standards Division Commander shall prepare a letter notifying the applicant. The applicant shall be referred to the pertinent medical or psychiatric authority for clarification.

M. Background Investigation Files

1. Background investigation files shall contain the:
 - a. Investigator's written narrative;
 - b. Original waivers and "release and hold harmless" agreements;
 - c. PHS and any supplemental questionnaires;
 - d. Pre-polygraph questionnaire and any supplemental questionnaires;
 - e. Certificates of psychological, medical, drug and polygraph testing;
 - f. Copies of all documents supplied by the applicant;
 - g. Results of fingerprint checks and, if applicable, criminal records,
 - h. Applicant's driving record,

General Order B – 19 (Redacted)

2. Polygraph, medical and pre-employment psychological reports, and the executive summary prepared by the background investigator, shall not be permanently maintained in the background investigation file, but shall be returned by Professional Standards personnel to the individual who administered the pertinent test, or, in the case of the executive summary, disposed of in accordance with the requirements for public documents.

N. Disposition of Background Investigation Files

1. Background investigation files on applicants accepted for employment shall be sealed and retained by the Professional Standards Division for the duration of employment plus the minimum retention period specified for personnel records.
2. Background investigation files on applicants who are not selected for employment, and all executive summaries, shall be maintained and disposed of in accordance with the requirements for public documents.

O. Release of Information to Other Agencies

1. The Professional Standards Division may permit access to Department background investigation material by an authorized background investigator from another law enforcement agency, upon receipt of:
 - a. A written notarized general waiver, from the candidate;
 - b. A written waiver, specifically requesting disclosure of background information, from the investigator.
2. A waiver requesting access to background information shall acknowledge and agree that any information provided:
 - a. Is confidential, and not subject to disclosure;
 - b. Shall not be reproduced or quoted in any manner;
 - c. Shall be used solely to provide investigative leads, and will be independently verified;
 - d. Shall not be the basis for any decision with respect to the candidate.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-1

SUBJECT: STANDARDS OF CONDUCT

DATE: May 23, 2006 (Issued)
December 7, 2009 (Last Revision)

I. POLICY

- A. The Vallejo Police Department endorses and requires personnel to abide by the Law Enforcement Code of Ethics.
- B. Members and employees shall conduct their private and professional lives in such a manner as to avoid bringing disrepute upon themselves, the Department, the City of Vallejo and the police service. The absence of a specific rule commanding or forbidding a particular act does not preclude administrative action where an individual's behavior violates this provision.

II. DEFINITIONS

- A. The standards of conduct set forth herein define the fundamental values, expectations and requirements of the Department. These standards take precedence over any other Department order or publication containing inconsistent or contradictory provisions.
- B. To facilitate reference and citation, this General Order is presented in a format which differs from other Department General Orders.

III. RULES OF CONDUCT

- B1.1 Absence Without Leave: A member or employee who, without permission, fails to report for duty at the time and place specified by competent authority shall be deemed absent without leave. Such an absence within a period of one day shall be reported to the pertinent Bureau

Commander and such an absence that extends beyond one day shall be reported in writing to the Chief of Police.

- B1.2 Assistance: Members shall take appropriate action to aid members and other persons who require assistance or are exposed to danger. Personnel shall respond without delay to requests for police assistance, consistent with prioritie safety considerations and statutes, and shall avoid unnecessary referrals.
- B1.3 Assisting Offenders: Members and employees shall not, directly or indirectly, communicate to suspected criminal offenders any information which might assist them in delaying or evading arrest or prosecution, or which might enable them to dispose of evidence or property related to an offense. No action which compromises any legal process shall be taken without prior approval from a commanding officer.
- B1.4 Availability for Duty: Personnel shall not conceal themselves from the public, nor fail to answer any call directed to them, except to accomplish a police purpose. Uniformed personnel in field assignments shall inform the Communications Section of location and duty status changes.
- B1.5 Commercial Testimonials: In the capacity of Department representative, personnel shall not permit their names or photographs to be used in any commercial testimonial or endorsement, nor participate in public appearances, absent prior permission from the Chief of Police.
- B1.6 Communications: Communications generated by any means by on-duty personnel are subject to review, oversight and California Public Record Act disclosure. Personal communications made by on-duty members and employees shall be confined to urgent matters and of limited duration. Personal calls made to locations outside the local area shall be charged to the member or employee's personal telephone.
- B1.7 Completion of Reports: Members and employees shall promptly submit required reports, which shall be accurate and complete to the extent possible. Personnel shall not falsify any official document or knowingly enter or cause to be entered any inaccurate or improper information in any report.

- B1.8 Compliance with Orders: Personnel are not required to obey any order which is contrary to federal or state law or local ordinance. The responsibility for refusing to obey an unlawful order and for justifying such refusal rests with the individual.

Personnel who receive an order they believe to be unjust or contrary to Department policy (as opposed to unlawful) shall obey such order, then may appeal it to the Chief of Police through the chain of command.

Personnel receiving an order which conflicts with a previous order shall immediately advise the individual issuing the second order regarding the conflict. The individual issuing the second order shall determine which order is to be carried out.

Personnel in doubt regarding the nature or details of their assignment shall seek clarification from their supervisors via the chain of command.

- B1.9 Conduct Toward the Public: Members and employees shall conduct themselves professionally, avoiding profanity and treating all persons with courtesy, dignity and respect. They shall provide their name and badge number upon request. Deliberately disrespectful, insulting, rude or indifferent language or behavior is expressly forbidden.

- B1.10 Conduct Toward Superiors, Subordinates and Associates: Members and employees shall treat superior officers, other persons in authority, subordinates and associates with respect, and shall be courteous and civil with one another at all times. When on duty, and particularly in the presence of other personnel or the public, members shall be addressed by rank.

- B1.11 Correspondence: Members and employees shall not use Department stationery, mail services, postage, fax machines, computers or other media or devices for personal correspondence which does not serve a Department purpose.

Personnel shall not use the Department as a mailing address for motor vehicle registration, drivers' licenses or any other private purpose.

Members and employees shall not mail official Department correspondence over their own signatures, absent the specific or general approval of the Chief of Police or designee.

Personnel shall respond to messages or correspondence in a timely manner.

Personnel through whom correspondence is routed, addressed to a higher level of the chain of command, shall endorse it to indicate approval, disapproval or acknowledgement and forward it without unnecessary delay to the intended recipient.

- B1.12 Debts: Personnel shall pay all just debts and legal liabilities which they incur.
- B1.13 Discrimination, Harassment: Members and employees shall not engage in conduct or behavior which results in discrimination against, or harassment of, any other person because of race, color, religion, marital status, sexual orientation, national origin, age, gender or disability. They shall not interfere in the private business of others, except in the interest of justice, nor exhibit partiality in the conduct of police business. A member or employee having knowledge of discriminatory or racist acts by another member or employee shall report such conduct to the Chief of Police via the chain of command.
- B1.14 Duty Responsibilities: Although periodically relieved of duty, members are at all times subject to recall. They shall respond expeditiously to calls for service directed to them, lawful orders of competent authorities and requests for assistance from citizens, and shall perform their duties promptly.
- The administrative delegation of duties to various units of the Department does not relieve members and employees from taking action outside the scope of their normal assignments when necessary.
- B1.15 Equipment: In the event that City property is found with unreported damage, it shall be presumed the responsibility of the last individual using the property.

General Order B - 1 (Redacted)

- B1.16 Fitness for Duty: Personnel shall maintain themselves in a condition which permits satisfactory performance of their duties.
- B1.17 Furnishing Bail: Members and employees shall not furnish bail for any person who is in custody, except a relative, and in no case if any fee or gratuity is solicited or accepted.
- B1.18 Gambling: Personnel shall not gamble while on duty, except when necessary in furtherance of a police purpose.
- B1.19 Gifts or Gratuities: Members and employees shall not solicit nor accept any gift, gratuity, fee, reward, loan, pass any other thing of value resulting from their position or connection with the police service or the Department, except upon approval of the Chief of Police. Nothing in this section shall be construed as limiting the right of personnel to participate in formal programs established by financial institutions, corporations or government agencies for general benefit of law enforcement.
- Members and employees shall not accept any gift or other thing of value from personnel junior to them in rank, absent the express or general approval of the Chief of Police.
- Any unauthorized gift, gratuity, fee, reward, loan or any other thing of value that may be received by a member or employee shall be forwarded without delay to the Chief of Police, together with a written report regarding the circumstances of such receipt.
- B1.20 Identification: Members not in uniform shall identify themselves with an official badge or identification card prior to taking police action, absent exigent circumstances or orders to the contrary.
- B1.21 Idling on Duty: Personnel shall not sleep on duty, nor shall they, except at meals and during breaks, engage in personal activity not directly related to the performance of duty. Any exception requires the specific authorization of the pertinent Bureau Commander.
- B1.22 Insubordination: Failure or deliberate refusal of a member or employee to obey the lawful order of a superior officer or other proper authority is prohibited. Ridicule or criticism of a supervisor or proper authority or their orders, whether or not

in that person's presence or in public view, while on-duty or on Department premises, constitutes insubordination and is prohibited.

- B1.23 Internal Investigations: Personnel are required to answer questions by, and render relevant statements and material to, competent authority in a Departmental investigation.

Personnel are prohibited from contacting witnesses or complainants for the purpose of influencing or dissuade their testimony.

Personnel shall not assist any subject of an internal investigation in concealing misconduct or thwarting such investigation.

- B1.24 Intoxicants, Intoxication: Members and employees shall not be under the influence of alcohol, or any intoxicant, or any medication which acts as or contains an intoxicant, while on duty. "Not under the influence" is defined herein as free from measurable or objectively discernable influence.

Personnel shall not drink alcoholic beverages while on duty, except in the performance of a police duty and then only with the specific approval of a commanding officer and never in uniform.

Members and employees shall not report to duty with a discernable odor or other indication of alcoholic beverage consumption on their person. Personnel shall not at any time while in public view consume alcoholic beverages to the point of intoxication.

Personnel shall not consume restricted chemical substances at any time, except as prescribed by a physician. Personnel shall not be impaired by prescription medication while on duty.

Personnel shall not bring alcoholic beverages into Department facilities, except for a police purpose.

- B1.25 Issuance of Orders: Members and employees who are superior in rank shall not knowingly issue any order which is in violation of any law, ordinance, or Department policy or directive. Orders shall be stated or written in clear,

understandable language, civil in tone and relevant to Department business.

- B1.26 Keys: Absent authorization from competent authority, personnel shall not duplicate, distribute nor loan Department keys, nor shall they possess keys to premises not their own.
- B1.27 Knowledge of Laws and Regulations: Personnel shall maintain reasonable knowledge of laws and ordinances relevant to their classification and assignment and of Department rules, regulations and policies. Such knowl shall be presumed in the event of inappropriate action or improper activity.
- B1.28 Loitering: Personnel on-duty or in uniform shall not enter public places except for meals or breaks or to perform a police task. Off-duty personnel shall not loiter in Department facilities when not on standby or engaged in other official business.
- B1.29 Loyalty, Cooperation: Members and employees shall exhibit cooperation with their associates and loyalty to the Department, consistent with the law and ethical conduct.
- B1.30 Malingering: Personnel shall not feign illness or injury, falsely report themselves ill, or otherwise attempt to deceive the Department regarding the state of their health.
- B1.31 Meals: Members and employees may suspend their duties for meal periods, subject to workload and recall to duty. Meals shall not be eaten in establishments or areas of establishments involved principally in the service of alcoholic beverages.
- B1.32 Membership in Organizations: Except for the Armed Forces Reserve, members and employees shall not affiliate with any organization or group, the constitution or by-laws of which in any way exacts prior consideration or which would prevent its members from rendering proper and efficient service to the Department and to the public.

No member or employee shall knowingly become a member of, or connected with, any criminal, racist or subversive organization, except when necessary in the performance of duty and then only when authorized by the Chief of Police.

- B1.33 National Anthem and Colors: Members and employees in attendance at events during which the National Anthem is played or the Nation's flag is presented shall render appropriate honors:

Members in uniform shall face in the direction of the flag, stand at attention and render a right-hand salute.

Employees in uniform and members and employees in civilian dress shall face in the direction of the flag and stand at attention with their right hand over their heart.

- B1.34 Notification: Members or employees who are arrested, cited for other than a traffic infraction, sued or served with a civil or administrative process related to their Department employment or which contains allegations rising to the level of a General Order violation, or who come under investigation for any crime in any jurisdiction, shall report this fact in writing to the Internal Affairs Unit within 72 hours of the occurrence.

- B1.35 Obedience to Laws, Regulations and Orders: Members and employees shall obey all laws and ordinances, and all General Orders and special orders of the Department. They shall perform their duties as required or directed by law, Department policy, Department training guidelines or order of a superior officer or other proper authority. While assigned by the Department to another jurisdiction, members and employees are additionally subject to the rules and orders of that jurisdiction.

- B1.36 Outside Employment: Personnel shall obtain approval from the Chief of Police prior to engaging in outside employment.

- B1.37 Personal Preferment: No member or employee shall seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement or promotion.

- B1.38 Plainclothes Operatives: Members or employees whose Department affiliation is apparent shall refrain from acknowledging or identifying a member who is known or believed to be working in an undercover capacity, absent that individual's acknowledgement.

General Order B - 1 (Redacted)

B1.39 Prisoners: Members shall keep arrested persons securely, treating them fairly and humanely, and shall not subject them to unnecessary restraint. Mistreatment of arrested persons shall constitute gross misconduct.

B1.40 Private Business: Members and employees shall not engage in nor conduct a private business while on duty.

B1.41 Property: Members and employees shall not by any means convert to their personal use property not their own which is found, impounded, abandoned or recovered as a result of their employment, nor property seized or released as evidence.

Personnel shall exercise due care for property not their own. Where damage, loss or destruction occurs, personnel shall inform their supervisor and, where appropriate, shall arrange to secure or repair the property and notify the owner.

B1.42 Public Criticism: On-duty members and employees shall not engage in public criticism of Departmental orders or policies, or instructions or orders they have received.

B1.43 Radio Discipline: Personnel shall strictly observe regulations governing the operation of police radios and shall transmit information in a professional manner.

Radio transmissions directed to the Communications Section shall begin with the word "Vallejo" prior to the unit identifier. Radio transmissions between field units shall be prefaced by the identifier of the unit called, followed by that of the unit calling.

B1.44 Referrals: Members and employees shall not recommend any specific product, professional service, attorney or bail bond broker to any person contacted during the course of police business.

This prohibition does not apply where the person seeking such services is a relative of the member or employee, but in no case may a fee, gratuity or reward be solicited or accepted for providing such advice.

B1.45 Relief From Duty: Personnel shall remain on duty and on assignment until properly relieved or until dismissed by competent authority.

-
- B1.46 Reporting Misconduct: Members and employees who are aware of violations of laws, ordinances or orders by other Department personnel shall report that information to a supervisor, commanding officer, the Internal Affairs Unit or to the Chief of Police via the chain of command. Personnel to whom misconduct is reported shall comply with Department procedures regarding internal investigations. The chain of command may be bypassed where the gravity of the information requires the immediate attention of the Chief of Police.
 - B1.47 Roll Call: Unless otherwise directed, personnel shall report for duty at the time and place specified, properly uniformed and equipped, giving careful attention to orders and information and avoiding disruptive behavior.
 - B1.48 Security of Department Business: Information contained in police records shall be treated as confidential and shall not be divulged to other than Department personnel, except as authorized by law or directed by competent authority.

Information acquired during the course of employment shall be treated as confidential and divulged only as necessary in the performance of duty, or as directed by competent authority.
 - B1.49 Smoking or Other Use of Tobacco Products: Members and employees shall not smoke or otherwise use tobacco products while in any Police Department facility, building or vehicle, or while on-duty, conducting business with the public. Tobacco debris shall be disposed of properly.
 - B1.50 Training: Personnel shall attend and complete training as directed.
 - B1.51 Transactions with Others: Personnel shall not buy, sell or exchange anything of value from or to any complainant, suspect, witness, defendant, prisoner, or any other person involved in any incident arising from Department employment, absent the specific approval of the Chief of Police.
 - B1.52 Transportation: Members transporting persons other than Department personnel, family members or ridealongs shall inform Communications, via radio, at the inception and

conclusion of the transport. Communications personnel shall document the information. Where such information could compromise safety or an investigation, members may provide the information to Communications or to their supervisor by alternate means.

B1.53 Truthfulness: Members and employees shall be truthful at all times. Deception appropriately employed as a subterfuge to accomplish a police purpose, such as during an undercover assignment, shall not constitute untruthfulness for the purpose of this provision.

B1.54 Workplace Violence: Personnel shall refrain from acts or threats of violence against other members and employees and shall take appropriate action to protect co-workers from acts or threats of violence by others. Members and employees shall report to their supervisor threats or incidents of violence between personnel.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-20

SUBJECT: PERSONNEL SELECTION STANDARDS

DATE: May 23, 2006 (Issued)
March 6, 2007 (Revised)

I. POLICY

- A. The Department is committed to selecting only the most highly-qualified individuals for positions of employment, including transfers and promotions. Additionally, the California Commission on Peace Officer Standards and Training (P.O.S.T.) has established standards, for the selection of police officers and communications personnel, which mandate that persons so employed be of good moral character. The Department therefore adopts certain standards and tolerances for behaviors, intended as general guidelines for the initial selection of Department personnel, and, as appropriate, for consideration in the evaluation of individuals seeking transfer or promotion.
- B. Personnel shall not discourage any individual from making application for employment, transfer or promotion with the Department. This includes providing verbal information which could be interpreted as exclusionary regarding City or Department hiring practices, standards, policies, or procedures.
- C. Department personnel whose current assignments are primarily administrative in nature, including, but not limited to, Administrative Clerk, Senior Administrative Clerk, Police Clerk, Administrative Analyst, Secretary and Executive Secretary, and who seek transfer or promotion within the Department to the positions of Police Officer, Reserve Officer, Police Assistant or Communications Operator, are required to pass a psychological examination as part of the selection process. Additional testing or background investigation, consistent with that required of applicants not currently employed by the Department, may be conducted at the discretion of the Chief of Police.
- D. Department personnel applying for collateral assignments as members of the Emergency Services Unit or Peer Support Team

are required to pass a psychological examination as part of the selection process.

II. PROCEDURE

- A. Personnel shall provide, whenever possible, a copy of these guidelines to individuals expressing interest in making application for employment, prior to the submission of such application. The guidelines are intended only to provide the prospective applicant with a means for self-evaluation.
- B. With the exception of those criteria mandated by statute or by P.O.S.T., the Chief of Police may, at his or her sole discretion and on a case-by-case basis, modify or waive such standards.
- C. The following guidelines apply to all persons selected for employment by the Department and, where pertinent, to Department personnel under consideration for transfer or promotion, except as noted:
 - 1. Persons must be 21 years old and possess a valid California driver's license (Police Officer only)
 - 2. Any felony conviction as an adult is a disqualifier
 - 3. Involvement in previous acts which constitute an assau under color of authority or any other violation of state or federal civil rights is a disqualifier
 - 4. Falsification, material omission or deliberate misstatement of fact on an application for employment, during an interview, or during a background or other official investigation is a disqualifier
 - 5. Work-related activity involving untruth, falsification of reports, theft, workplace violence or harassment is a disqualifier
 - 6. Commission of criminal acts against children or elder dependent adults is a disqualifier
 - 7. Sales, furnishing, transportation or manufacture of any illegal controlled substance is a disqualifier
 - 8. Recreational use of most controlled substances within past three (3) years is a disqualifier
 - 9. Multiple convictions for driving under the influence is a disqualifier
 - 10. Being found at fault for multiple collisions within the past three (3) years is a disqualifier

General Order B – 20 (Redacted)

11. Three convictions for moving violations within the past three (3) years is a disqualifier (Police officer only)
12. Failure to report criminal conduct committed by other law enforcement personnel is a probable disqualifier
13. Being a fugitive from justice or having outstanding arrest warrants is a probable disqualifier
14. Prior sanctioning for academic cheating is a probable disqualifier
15. Misdemeanor criminal activity within the past three (3) years may be a disqualifier
16. Work-related discipline involving insubordination, derelict of duty, rules and regulations violations or abuse of leave may be disqualifiers
17. Termination from a previous job may be a disqualifier
18. Delinquent bills or the garnishment of wages may be a disqualifier
19. Multiple resignations from prior employment may be a disqualifier
20. Dismissal from a P.O.S.T. academy for any reason may be a disqualifier

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-21

SUBJECT: TRAINING PROGRAMS

DATE: May 23, 2006 (Issued)
January 28, 2010 (Revised)

I. POLICY

- A. The Department trains newly-hired and newly- promoted members in accordance with California Peace Officers' Standards and Training (P.O.S.T.) requirements.
- B. Training programs are administered by the Training Coordinator, with the assistance of personnel from the Bureaus of Field Operations and Investigations.
- C. Upon hiring, members are required to satisfactorily complete the Department's Field Training Program (FTP).
- D. Upon promotion, corporals and sergeants are required to satisfactorily complete the Department's Supervisor Training Program.
- E. Employees are required to satisfactorily complete such ing programs as may be developed for their assignment.
- F. Probationary members and employees serve at the pleasure of the Chief of Police.

II. PROCEDURES

- A. Training Officers
 - 1. Qualifications
 - a. Field or Supervisor Training officers shall generally members of the rank of corporal or sergeant; provided, however, that the Chief of Police may, at his or her discretion, cause members of other ranks to be utilized, based on the needs of the Department.

General Order B - 21 (Redacted)

- b. Training officers of any rank shall meet the following qualifications:
 - i. One year of patrol experience
 - ii. Possession of a Basic P.O.S.T. certificate
 - iii. Completion of a P.O.S.T.-certified Field Training Officer course prior to the assignment of a member trainee
 - c. Training officers are required to attend a P.O.S.T.-certified FTO update course every three years.
 - d. Former FTO's returning to training officer status after a hiatus of more than three years shall attend a P.O.S.T.-certified FTO update course.
 - e. A member appointed as the Field Training Program administrator (Training Coordinator) shall attend a P.O.S.T.-certified SAC (Supervisor / Administrator / Coordinator) course within one year of such appointment.
2. Conduct
- a. Training officers shall treat trainees with respect and shall refrain from displaying anger or frustration with the trainee. Trainees shall not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner.
 - b. The relationship between training officers and trainees shall remain strictly professional. While off-duty, training officers shall neither associate nor socialize with their newly-hired trainees, absent specific permission from the Training Coordinator.
 - c. Where a training officer is related to a trainee or had a personal relationship with the trainee prior to the entry of the trainee into the FTP, the Training Coordinator shall be informed.
 - d. Training officers shall not reside with nor rent rooms to or from, nor enter into any financial agreement with a probationary member or employee, absent specific permission from the Chief of Police.

General Order B - 21 (Redacted)

- e. Training officers shall not accept gifts from nor give gifts to trainees.

3. Retention

- a. Training officers of any rank serve in that capacity at the pleasure of the Chief of Police.
- b. Members who are Field or Supervisor Training Officers generally continue in that capacity for the duration of their assignment to Patrol. However, the Training Coordinator may remove or suspend an FTO/STO from the Training Program for reasons including, but not limited to:
 - i. Receipt of an evaluation rating of less than "Standard"
 - ii. Misconduct, or violation of Department policies or procedures
 - iii. Other conduct which could negatively impact the ability to serve as a role model and Department representative
- c. Members of the rank of corporal who are removed from the position of Field Training Officer for cause may be subject to demotion.

B. Field Training Program

1. Duration

- a. Phase I of the Field Training Program is approximately sixteen weeks of formal field training, during which the trainee is assigned to Patrol with a rotation of corporals or designees, hereinafter referred to as Field Training Officers (FTO).
- b. The duration of Phase I is subject to modification. It does not preclude a trainee from early release, upon successful completion of all performance objectives. Similarly, the Department retains the option to extend Phase I for a period of time which reasonably permits the accomplishment of performance objectives.

General Order B - 21 (Redacted)

- c. Phase II of the FTP, solo operation, extends from successful completion of Phase I through the completion of the probationary period.
 2. Field Training Manual
 - a. The manual outlines the performance objectives and learning domains of the Field Training Program and creates a record of the trainee's performance and completion of the outlined topics.
 - b. Trainees are required to meet the objectives specified in the manual, to the satisfaction of the FTO and the FTP staff.
 3. Evaluations
 - a. FTO's shall complete daily evaluations on trainees assigned to them. In addition, at the conclusion of each segment, FTO's shall complete a comprehensive segment evaluation, supported by the daily evaluations. This evaluation shall be submitted to the Training Coordinator and a copy provided to the next FTO.
 - b. At the end of each segment, trainees shall write a confidential evaluation of their FTO, submitted to the Training Coordinator.
 - c. When the trainee is determined to be ready to enter Phase II, the Primary FTO shall write a comprehensive evaluation, supported by the segment evaluations, any testing results, and the solo week evaluation.
 - d. Sergeants to whom a probationary officer is assigned shall complete weekly evaluations, submitted to the Training Coordinator with the officer's Daily Activity Logs.
 - e. All evaluation instruments and counseling records shall be signed by the evaluator and the trainee.
- C. Supervisor Training Program
 1. Duration

General Order B - 21 (Redacted)

- a. In Phase I, Field Training, the trainee is assigned to one or more corporal or sergeant Supervisor Training Officers (STO's) for accomplishment of the tasks enumerated in the Supervisor Training Manual. These tasks are divided into two segments, General Supervision and Field Supervision.
 - b. The length of time a trainee remains in Phase I is subject to modification, based on the needs of the Department and time required to complete the performance objectives and the Supervisor Training Manual. Modification or extension may be made with the concurrence of the Training Coordinator and Training Program personnel and the approval of the Chief of Police.
 - c. Phase II of the STP extends from successful completion of Phase I through the completion of the probationary period.
2. Supervisor Training Manual
- a. The manual outlines the performance objectives of the Supervisor Training Program and creates a record of the trainee's performance and completion of the outlined topics.
 - b. Trainees are required to meet the objectives specified in the manual, to the satisfaction of the STO and the Training Coordinator.
3. Evaluations
- a. STO's shall submit written daily evaluations of the trainee's performance.
 - b. If, at the conclusion of the General Supervision segment, the trainee is assigned a new STO for the Field Supervision segment, the General Supervision STO shall write a comprehensive segment evaluation supported by the daily evaluations and shall provide a copy to the Field Supervision STO. When the trainee has completed the Field Supervision segment and the manual and is determined to be ready to enter the Solo Phase, the Field Supervision STO shall write a comprehensive evaluation. This evaluation shall be supported by the General Supervision segment evaluation, daily evaluations and testing results.

- c. If, at the conclusion of the General Supervision segment, the trainee is not assigned a new STO, the STO who supervises both segments shall write a comprehensive evaluation when the trainee has completed the segments and the manual and is determined to be ready to enter the Solo Phase. This evaluation shall be supported by the daily evaluations and any testing results.
- d. Trainees shall write a confidential evaluation of their STO at the end of each segment, submitted to the Training Coordinator.
- e. Sergeants or lieutenants to whom a probationary corporal or sergeant is assigned shall, for the duration of the probationary period, complete and submit monthly evaluations to the Training Coordinator, utilizing the daily evaluation format.
- f. All evaluation instruments and counseling records shall be signed by the evaluator and trainee.

D. Remediation

- 1. *Remedial training* is defined herein as the process of correcting a fault or deficiency in procedures or knowledge, where previous instruction has been provided.
 - a. "Previous instruction" should not include that which the trainee received in the Regular Basic Course (Academy).
 - b. Remedial training becomes necessary when the trainee's performance is evaluated as unacceptable or marginal after having received training or intervention reasonably sufficient to ensure job performance at an acceptable level.
- 2. Training officers shall initiate remedial training immediately upon identifying a persistent deficiency, and shall document all remedial training provided.
- 3. Remedial training shall not be demeaning, harassing, or unduly dangerous, nor shall it expose the Department to unnecessary liability. Policies, procedures and safety standards shall be observed during remedial training.

General Order B - 21 (Redacted)

4. Formal remedial training may warrant a reasonable extension of the standard Field Training Program. The authority for approval of such an extension rests with the Chief of Police, based upon recommendations from the Training Coordinator and Field Training Program personnel.
5. Training officers tasked with formal remediation of a trainee shall, at minimum:
 - a. Identify and document, as specifically as possible, each deficiency. Enlist the trainee to assist in this endeavor.
 - b. Document pertinent training and any remediation previously provided.
 - c. Develop a written plan which clearly identifies what the trainee is expected to accomplish, under what conditions, within what time frame, and with use of what resources.
 - d. Implement the plan. Provide written feedback. Evaluate and document the results.

E. Termination

1. If it is concluded, by a consensus of Training Unit and Field Training personnel, that a trainee should be recommended for termination, the Training Coordinator shall review all reports concerning the trainee and shall prepare a confidential memorandum, summarizing the positive and negative aspects of the trainee's performance. This memorandum shall be directed to the Chief of Police, via the Professional Standards Bureau Commander, and shall include recommendations concerning retention or dismissal.
2. With the concurrence of the Chief of Police, where documentation supports the recruit's separation from service, the Professional Standards Bureau Commander is responsible for informing a trainee of the intention to recommend termination.
 - a. The trainee shall be informed of the right to speak to anyone in the chain of command, including the Chief of Police. If the trainee expresses such a desire, appointments shall be made with the appropriate persons.

General Order B - 21 (Redacted)

- b. The trainee shall be informed of the alternatives of termination or resignation. In either case, all memoranda, reports and evaluations shall be completed and maintained in the trainee's file in accordance with Department policy.
3. The Training Coordinator shall inform the City Human Resources Department and the Commission on Peace Officer Standards and Training (P.O.S.T.) regarding pertinent resignations and terminations.

F. Exit Interview

The Professional Standards Bureau Commander, with the Coordinator, shall, as appropriate, arrange or conduct an exit interview with trainees separated from Department service.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-22

SUBJECT: FIREARMS PROHIBITION

DATE: May 23, 2006 (Issued)

I. POLICY

- A. The provisions of California Penal Code Section 12021 (c)(2) and Welfare and Institutions Code Section 8103 (f)(5) and (g)(4) notwithstanding, the Department, in accordance with Federal law (18 USC 922(g) (8) and (9)) , prohibits the possession of firearms and ammunition by personnel who have been convicted of misdemeanor domestic violence violations, or who are served with a domestic violence restraining order.
- B. It is the responsibility of the prohibited individual seek such injunctive relief as may be available.
- C. The Department makes no provision for the retention of members who are permanently prohibited from possessing firearms. At the discretion of the Chief of Police, temporary accommodation, in the form of modified duty assignments, may be offered pending the outcome of a criminal case, or of an appeal for injunctive relief.

II. PROCEDURES

- A. A member who is convicted of a misdemeanor domestic violence offense, or who is served with a domestic violence restraining order shall immediately:
 - 1. Inform the Watch Commander;
 - 2. Arrange for the surrender of any Department-issued firearms and ammunition in his or her possession;
 - 3. Designate a third-party person, who is not prohibited from possessing firearms, to transfer or dispose of any and all other firearms and ammunition in his or her possession, by means of a Power of Attorney (see attachment);

General Order B-22 (Redacted)

4. Assume a schedule of 0900-1700 Monday - Friday, reporting to the Professional Standards Division Commander, until otherwise directed.
- B. An employee who is convicted of a misdemeanor domestic violence offense, or who is served with a domestic violence restraining order shall immediately:
1. Inform their supervisor and the Watch Commander;
 2. Designate a third-party person, who is not prohibited from possessing firearms, to transfer or dispose of any and all firearms and ammunition in his or her possession, via a Power of Attorney (see attachment)
- C. Upon receiving notification, the Watch Commander shall inform the pertinent Bureau Commander, the Professional Standards Division Commander and the Chief of Police, and shall make such schedule changes as may be necessary.

Power of Attorney Declaration For Firearms Transfer and Disposal

Must be notarized or witnessed (with signed affirmation) by a person who is not a party to this transaction.

I _____ (*Printed Name of Firearm Owner*) hereby designate _____ (*Printed Name of Designee*) as my Power of Attorney for the purpose of transferring or disposing of my firearm(s). This Power of Attorney is solely for the purpose of authorizing the above designee to transfer or dispose of my firearm(s) within 30 days from the effective date of this designation. This designation shall become null and void after 30 days. As the firearm owner, I hereby declare _____ penalty of perjury under the laws of State of California that the foregoing is true and correct and that to the best of my knowledge, the above designee is not prohibited from possessing firearms pursuant to Penal Code sections 12021 or 12021.1 or section 8100 or 8103 of the Welfare and Institutions Code. I also understand that I cannot at any time during my prohibition period access, have access to, or control firearms. To be effective immediately upon occurrence of the prohibiting event: conviction, restraining order etc.

Signature of Firearm Owner
(must be notarized/witnessed)

Date

As Power of Attorney I hereby accept with full knowledge and _____ anding my responsibility to carry out one of the actions as indi _____ below within 30 days from the effective date of this designation.

- Sell the firearm(s) to a California licensed firearm dealer;
- Sell or transfer the firearm(s) to another person who is not prohibited from possessing firearms (this transfer must be performed through a California licensed firearm dealer). Such a transfer may be temporary based on agreement of the parties and until such time that a non-lifetime prohibition ends;
- If the prohibition is 30 days or less, the designee may possess the firearm for the duration or transfer it to a person who is not prohibited from possessing firearms for a period of no more than 30 days;
- If the designee wishes to permanently possess the firearm(s) (beyond 30 days) a Voluntary Firearm Registration form (FD 4542) must be completed;
- Surrender the firearm(s) to a California law enforcement agency for the purpose of destruction.
- If the firearm(s) is an assault weapon as defined under PC Sections 12276, 12276.5, or 12276.5, and is registered pursuant to PC Section 12285, the designee must sell it to a licensed assault weapon dealer or relinquish it to a law

General Order B-22 (Redacted)

enforcement agency. To obtain a list of DOJ permitted assault weapon dealers, contact the Department of Justice Firearms Division at (916) 227-3696. If the firearm(s) is an unregistered assault weapon it must be relinquished to a law enforcement agency.

As Power of Attorney, I declare under penalty of perjury and that after reviewing the included list of prohibitions that I am not prohibited from possessing a firearm.

*Signature of Power of Attorney
(must be notarized/witnessed)*

Date

CALIFORNIA ACKNOWLEDGMENT (OR WITNESS)

State of California, County of _____,
On _____ (Date) before me, _____ personally appeared

Names of Signers

Personally known to me – OR – proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons acted, executed the instrument.

Signature of Notary (or Witness)

Date

Seal of Notary

Questions concerning prohibited persons legal status or questions pertaining to use of this form may be directed to the Department of Justice Firearms Division at (916) 263-4887.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-23

SUBJECT: PERSONAL ASSOCIATIONS

DATE: March 31, 2008 (Issued)

I. POLICY

- A. By virtue of its position of public trust, the Department necessarily places certain restrictions on the activities and associations of personnel, both on- and off-duty.
- B. Personnel shall conduct themselves and their associations in a manner which conveys the neutrality of enforcement decisions and actions.
- C. Absent specific exemption from the Chief of Police, personnel are prohibited from establishing or maintaining personal relationships with restricted individuals, except for a police purpose and with the prior approval of the pertinent Bureau Commander.

II. DEFINITION

Restricted Individuals are, for purposes of this order, persons

- A. In custody, while incarcerated.
- B. Against whom criminal charges are pending in a court of law in this or any other jurisdiction.
- C. Convicted of felonies.
- D. Under current investigation for criminal offenses.
- E. Whom the member or employee knows or reasonably ought know is a member of a criminal subculture. This includes, but is not limited to, persons with multiple arrests, persons who are commonly suspected by law enforcement of being involved in criminal activity or enterprise and persons who are known associates of criminal offenders.
- F. Whom the member or employee has encountered as a result of involvement in a criminal case or an investigation. This includes,

but is not limited to, suspects, investigative leads, ms and witnesses.

III. PROCEDURE

- A. Personnel made aware that an immediate family member, close personal friend, or business or personal associate is a restricted individual and who wish to maintain a relationship with that individual shall, at the earliest opportunity, notify the Chief of Police, in writing, to request an exemption.

In the absence of such request, it shall be presumed that no exemption is warranted or desired, and the member or employee shall immediately terminate the relationship.

- B. Personnel whose familial relationships necessitate minimal periodic or intermittent contact with restricted individuals shall so inform the Chief of Police, in writing.

- C. Conflict of Interest

Personnel shall not engage in enforcement, investigative or administrative functions which create a conflict of interest or the appearance of a conflict of interest.

1. Members shall not be the primary investigators of crimes in which they are the victim, nor shall they, except in cases of emergency, effect arrests of family members, business associates, or close acquaintances.
2. Personnel shall recuse themselves from any Department process which might reasonably be expected to either benefit or adversely impact persons with whom they have an existing familial, business or personal relationship.
3. Personnel shall not associate with persons, entities, or organizations where such association reasonably implies a conflict of interest in enforcement decisions or actions, or favor, or tolerance of criminal activity.
4. Personnel shall refrain from unsolicited involvement in the activities or investigations of other agencies.
5. Personnel shall inform the Chief of Police, in writing, of their intention to initiate a civil action for damages sustained in the course of, or which arise by virtue of, the member or employee's employment with the Department.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-24

SUBJECT: EXTERNAL TRAINING

DATE: October 6, 2009 (Issued)

I. POLICY

- A. Requests for mandated or optional external training shall be processed in accordance with this Order.
- B. Members shall submit requests for optional training in accordance with the existing VPOA contract.

II. PROCEDURE

A. Training Requests

- 1. Personnel shall complete and submit a Training Request form, with the pertinent training announcement attached, to their Bureau Commander via their chain of command.
- 2. Upon approval by the pertinent Bureau Commander, the Training Request form shall be forwarded to the Training Unit.

B. Reservations

- 1. Lodging reservations, P.O.S.T. forms and Request for Travel Expense Advance forms are the responsibility of the Training Unit.
- 2. Rental vehicle and airline reservations, if applicable, are the responsibility of the attendee.

C. Expenses

- 1. Reimbursement

Reimbursement for authorized expenses incurred during training may be made upon submission of original receipts and a reimbursement request, submitted through petty cash where the amount is under \$50.00, or, if over \$50.00, through the Planning and Research Unit.

2. Tuition

- a. Travel Expense Advance checks issued to attendee(s) generally include tuition. The attendee is then responsible for paying the tuition upon arrival at training.
- b. Where pre-payment of tuition is required, the tuition expense may be placed on a Department credit card, accessed through the Planning and Research Unit.

3. Per Diem

- a. Authorized per diem expenses may include, but are not limited to, meals, bridge tolls, parking and fuel. Personnel shall include foreseeable per diem expenses on the Request for Travel Expense Advance form.
- b. Where unforeseen authorized per diem expenses are incurred, the attendee shall obtain a receipt and submit a reimbursement request, with the original receipt.

4. Lodging

- a. Where attendance at training necessitates lodging, reservations shall be made by the Training Unit and shall be at or near the training venue whenever possible.
- b. The Department credit card may be used to guarantee lodging reservations only and shall not be used to pay for the actual accommodation. Attendees shall pay for lodging from their issued funds. Only the cost of the reserved lodging is authorized. Upgraded rooms and additional expenses are the responsibility of the attendee.

5. Transportation

- a. Where training is within reasonable driving distance, and driving is the less costly option, attendee(s) shall drive.

1. City Vehicles

Attendees shall utilize their assigned city vehicle, if applicable. If the attendee does not have an assigned city vehicle, he or she shall contact the Administrative Sergeant to obtain a city vehicle. If no city vehicle is available, the attendee shall utilize his or her privately-owned vehicle and may request reimbursement for mileage.

Effective May 2009, the reimbursement rate is \$.55 per mile.

2. Rental Vehicles

- a. If the training venue is not the lodging location and transportation is necessary, the Training Unit may authorize a rental vehicle.
- b. Attendees shall make their own reservations for rental vehicles, utilizing the Department "Enterprise Rent-a-Car Corporate Account Code", unless that company is not available at or near the destination airport.
- c. Only the cost of an "Economy" class vehicle is considered reimbursable. Upgraded vehicles and additional expenses, other than fuel, are the responsibility of the attendee. The attendee shall designate the "City of Vallejo" as the insurance carrier.
- d. Upon his or her return, the attendee shall submit an original receipt and a reimbursement request.

b. Airlines

1. Attendee(s) shall make their own reservations for commercial airline flights. The City of Vallejo has no preferred carrier or commercial account.
2. Attendee(s) shall book their flight at least 30 days in advance, if possible. Only the cost of an "Economy" class ticket is considered reimbursable. Upgraded tickets and other additional expenses are the responsibility of the attendee.
3. Attendee(s) shall submit their flight itinerary and original receipt to the Training Unit as soon as possible. Reimbursement shall be included in the Travel Expense Advance check issued to the attendee.
4. Where the attendee utilizes a commercial airline and the training venue is located at the reserved lodging, the attendee shall utilize the lodging's shuttle service, if available, for transport to and from the airport. If no lodging shuttle is available, the attendee shall utilize another airport shuttle service and shall obtain a receipt. Attendees may, in preference and at their own expense, utilize a rental vehicle or other means of transport.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-2

SUBJECT: IMPARTIAL ENFORCEMENT

DATE: September 13, 2001 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

- A. Detentions, arrests, traffic enforcement stops, and searches and seizures of property by members of the Department shall be based on articulable reasonable suspicion or probable cause, as required by statutory provisions and by the United States Constitution.
- B. Members shall not engage in racial profiling, defined in California Penal Code Section 13519.4 as “the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.” .
- C. Members may take race, ethnicity or national origin into account when credible information links any of those factors to a specific incident. Race, ethnicity or national origin, alone, shall be insufficient to establish reasonable suspicion or probable cause and no person shall become the focus of police scrutiny based solely upon any of those factors

II. PROCEDURES

- A. Members not in full uniform who make pedestrian or vehicle stops shall immediately display their badge or identification to their Department affiliation.
- B. Members shall be courteous and professional during pedestrian and vehicle stops, and shall:
 - 1. Explain the reason for the stop at the earliest opportunity, taking officer and citizen safety into consideration;

General Order B - 2 (Redacted)

2. Answer questions pertaining to the detention, unless the information is likely to compromise an investigation;
3. Provide their Department business card, or otherwise provide their name and badge number, upon request;
4. Terminate the detention as soon as appropriate action regarding the known or suspected offense has been accomplished.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-3

SUBJECT: REPORTING HARASSMENT OR DISCRIMINATION

DATE: April 1, 1990 (Issued)
January 11, 2005 (Last Revision)

I. POLICY

- A. The Vallejo Police Department maintains a work environment free from harassment and discriminatory practices and takes immediate corrective action when such conduct occurs.
- B. Conduct, whether intentional or unintentional, which results in harassment of or discrimination against another based on race, color, religion, marital status, national origin, age, gender, sexual preference or disability shall generally constitute just and reasonable cause for discipline, up to and including termination.
- C. Personnel shall initiate action to curtail harassing or discriminatory practices which come to their attention. Failure to act or to implement this General Order shall be considered a serious breach of conduct.
- D. A Department member or employee may elect to resolve an alleged incident of harassment or discrimination by speaking to the offending party, without making a report to a supervisor.
- E. Personnel who wish to report, or to whom has been reported, an incident of harassment or discrimination shall follow the procedures described herein. The reporting member or employee may request that an incident be dealt with informally or formally.
- F. Supervisors to whom an incident of discrimination or harassment has been reported shall prepare written documentation of the alleged incident.
- G. Complaints of sexual harassment shall be made within one (1) year of the date of the alleged incident.
- H. The Internal Affairs Unit shall maintain a record of all complaints of discrimination or harassment.

II. DEFINITION

Discrimination – Any policy, procedure, regulation, conduct or behavior based on race, color, religion, marital status, national origin, age, gender, sexual preference or disability which is used as a basis for employment decisions.

Harassment - Repeated, unwarranted verbal, non-verbal, or physical behavior or other visual or physical conduct toward a person or class of persons, based on race, color, religion, marital status, national origin, age, gender, sexual preference or disability made by someone in the work place, which is found to be offensive or objectionable to the recipient(s), or which is intended to cause the recipient(s) discomfort or humiliation, or which disrupts or interferes with the job performance of the recipient(s).

Sexual Harassment - Unwarranted verbal, non-verbal, visual, or physical behavior or unsolicited or unwelcome sexual advances, requests for sexual favors or other visual or physical conduct of a sexual nature toward a person, or class of persons, made by someone in the work place, which is found to be offensive or objectionable to the recipient(s), or which is intended to cause the recipient(s) discomfort or humiliation or which disrupts or interferes with the job performance of the recipient(s) or which creates a hostile, intimidating or offensive work environment. Additionally, any action taken as retaliation for a complaint of sexual harassment or participation in an investigation of sexual harassment.

II. PROCEDURE

A. INFORMAL

1. A supervisor, contacted by a member or employee alleging an incident of discrimination or harassment and requesting that the matter be handled informally, shall advise the member or employee that formal procedures may be initiated, depending on the nature of the allegations.
2. The supervisor shall take a statement from the complainant, document the allegation and forward a written report to the Internal Affairs Unit. The supervisor shall not contact the offending individual until notified to do so. The supervisor shall instruct the complainant to inform the offending individual that the behavior is offensive, unwelcome or inappropriate and to request that it stop.
3. The Internal Affairs Unit shall determine if there have been prior complaints, or incidents of a similar nature, alleged

against the accused individual, and whether a formal investigation is warranted.

4. If the current allegation is minor in nature and there are no additional indications of a need for the initiation of formal procedures, the Internal Affairs Unit may direct the supervisor of the offending member or employee to obtain a statement from that individual and prepare a written report, to be returned to the Internal Affairs Unit. The supervisor shall inform the offending individual that his/her statement is required for documentation only and that no disciplinary action will be taken with regard to this allegation.
5. The Internal Affairs Unit shall maintain the supervisor's report of the incident in a file including, but not limited to, statements of the victim, the offending party, and any possible witnesses. This file shall be maintained in the Internal Affairs office.

B FORMAL

1. A supervisor, contacted by a member or employee alleging an incident of discrimination or harassment and requesting that the matter be handled formally, shall take a written, signed statement from the member or employee and forward it to the Internal Affairs Unit. The supervisor shall not contact the offending party.
2. The Internal Affairs Unit shall assign an IA number and initiate an internal investigation.
3. If the investigation determines that discriminatory practices or harassment have occurred, the Internal Affairs Unit shall notify the Chief of Police.
4. The Internal Affairs Unit shall inform the complainant regarding the status and outcome of the investigation.

- C.** Complainants who are dissatisfied with the results of investigation may, within ten working days after notification of the investigative outcome and in accordance with the City of Vallejo Administrative Rules, contact the City Manager, Human Resources Director or the Equal Employment Opportunity/Affirmative Action Officer and file a written complaint.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-4

SUBJECT: RECOGNITION FOR DISTINGUISHED SERVICE

DATE: September 15, 1989 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

It is the policy of the Vallejo Police Department to formally acknowledge individuals whose exceptional acts have benefited the community and law enforcement. This recognition is extended through the award of medals and certificates for heroic life-saving acts, meritorious service and actions above and beyond the call of duty.

Personnel shall display distinguished service award insignia in accordance with General Order H-8, "Uniforms, Equipment and Appearance Standards".

II. DEFINITIONS

- A. *Medal of Valor* (blue/white) - Awarded to members for heroic action, above and beyond the call of duty, which demonstrates a degree of self-sacrifice or risk of life that is clearly greater than that normally expected of an officer.
- B. *Medal of Courage* (green/white) - Awarded to members for meritorious conduct which reflects outstanding bravery at great personal risk.
- C. *Medal of Merit* (red/white) - Awarded to members for meritorious achievement or contribution to the community, the Department or law enforcement.
- D. *Purple Heart Medal* (purple) - Awarded to members who sustain serious injury in the performance of their duties. For the purpose of this order, serious injury is defined as one which requires hospitalization, not resulting from negligence or misconduct.

General Order B - 4 (Redacted)

- E. *Life-Saving Medal* (yellow/white) – Awarded to members who save the life of another in immediate risk of death.
- F. *Good Conduct Medal* (gold/white) – Awarded to members or employees who have received three consecutive annual evaluations with overall ratings of “exceeds standard” and no rating of “does not meet standard” in any category.
- G. *Certificate of Commendation* - Awarded to citizens for accomplishment of outstanding service on behalf of the Department.
- H. *Certificate of Valor* - Awarded to employees or citizens for acts of heroism, performed at great personal risk, which contribute to public safety, the Department or law enforcement.
- I. *Certificate of Merit* - Awarded to employees or citizens for a major accomplishment, or an exceptional act under emergency conditions, which substantially contributes to public safety, the Department or law enforcement.
- J. *Commendations Board* – The Board consists of a captain, a lieutenant and a sergeant appointed by the Chief of Police, and two officers selected by the Vallejo Police Officers Association. The senior ranking member shall serve as the chair

III. PROCEDURE

- A. Any member or employee who has personal knowledge of exceptional performance may nominate an individual for an award. Nominations shall be in writing and directed, with copies of any relevant reports, through the chain of command to the Chief of Police.
- B. If the individual making the nomination is not in the nominee’s immediate chain of command, he or she shall send a copy of the nomination to the nominee’s supervisor for review and input.
- C. No limitations shall exist regarding the number of awards personnel may receive.
- D. After initial review and approval, the Chief of Police will forward nominations to the Commendations Board.

General Order B - 4 (Redacted)

1. The Board shall meet on an annual or semi-annual basis to consider nominations. Board decisions shall be made by a majority vote. Approved nominations shall be returned to the Chief of Police. Nominees who are not approved for commendation shall be notified by the chair, in writing.
2. The Board shall maintain a file of nominations it receives.
3. The Chief of Police or a designee will issue awards at an appropriate ceremony. Awards granted posthumously shall be given to the recipient's family or a designee.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-5

SUBJECT: ACCESS TO PERSONNEL RECORDS

DATE: February 23, 1981 (Issued)
December 27, 2004 (Last Revision)

I. POLICY

The disclosure of Departmental personnel files and personnel records information shall be in accordance with this order and applicable Penal and Government Codes (refer Sections 832.8 PC, 6250 GC, 6254 GC, 6254.5 GC, 6255 GC).

Disclosure other than as provided is prohibited.

II. DEFINITIONS

- A. *Departmental personnel files* are those member and employee files maintained by the Professional Standards Division and the Internal Affairs Unit.
- B. *Personnel records* are any file maintained under an individual member or employee's name, by his/her employing agency, which contain records relating to any of the following:
 - 1. Personal data, including marital status, family members, educational and employment history, home addresses or similar information.
 - 2. Medical history.
 - 3. Election of employee benefits.
 - 4. Advancement, appraisal or discipline.
 - 5. Complaints, or investigations of complaints, concerning an event or transaction in which the member or employee participated, or which the member or employee witnessed,

and pertaining to the manner in which he or she performed his or her duties.

6. Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

III. PROCEDURE

- A. The Chief of Police may authorize access to personnel files and personnel records for purposes of administration and internal investigation.
- B. Disciplinary, accident and incident review boards, convened by the Chief of Police and charged with recommending discipline, may receive information regarding prior disciplinary action against an individual. The investigation on which such action was based shall remain confidential.
- C. Supervisory personnel shall, for purposes of meeting their administrative and supervisory responsibilities, have reasonable access to the personnel files and personnel records of their subordinates.
 1. The Internal Affairs Unit shall, as part of the investigation review process, notify supervisors of the findings of internal affairs investigations or citizen's complaints which pertain to their subordinates.
 2. The Internal Affairs Unit may provide information regarding a pending or current internal investigation if, in the opinion of the Chief of Police or a designee, the subordinate's work performance or the good order of the Department could be adversely affected.
- D. Supervisors seeking access to the personnel files or records of individuals not under their direct supervision shall obtain prior approval from the Chief of Police or a designee. Such access shall be on a need-to-know basis.
- E. Members and employees may, under supervision, review their personnel file or records in the Professional Standards office, or internal investigations in the Internal Affairs office. Attorneys and labor representatives may access personnel files only written authorization by the member or employee.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-6

SUBJECT: NOTIFICATIONS OF DEATH AND INJURY

DATE: October 1, 1986 (Issued)
February 23, 2004 (Last Revision)

I. DEFINITION

For the purpose of this order, *serious injury* is defined as an injury which may result in death or severe physical impairment.

II. PROCEDURE

- A. The Watch Commander shall notify the Chief of Police as soon as possible when an on-duty member or employee is killed or seriously injured. Verbal notification shall be followed by a written report including, but not limited to, a synopsis of events, the nature and extent of injuries received, hospital or mortuary location, and family contact information. This shall be in addition to any documents submitted to Risk Management.
- B. The Chief of Police, or a ranking member of the Department acting on behalf of the Chief, shall notify the family of a member or employee who is killed or seriously injured while on duty. The notification shall be made in person and any appropriate assistance provided to the family. Outside agency assistance may be requested in the event that personal notification would otherwise be delayed.
- C. During regular business hours, personnel who receive information concerning the death or serious injury of an off-duty or retired member or employee shall cause the Chief of Police and the appropriate Bureau Commander to be notified without delay. During non-business hours, the notification shall be made to the Watch Commander who shall forward the information to the Chief of Police in a timely manner.
- D. The Watch Commander shall forward to the Professional Standards Division a copy of the Worker's Compensation package and any written reports regarding injuries sustained on-duty which are other

General Order B - 6 (Redacted)

than serious. This shall be in addition to any document submitted to Risk Management.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-7

SUBJECT: PERSONNEL EVALUATIONS

DATE: September 18, 1995 (Issued)
May 4, 2010 (Last Revision)

I. POLICY

- A. The Department assists personnel in achieving Department goals and objectives through an equitable system of performance evaluation, wherein personnel are informed of expected levels of performance, provided with relevant training and permitted reasonable opportunity to meet expectations.
- B. The Department encourages acceptable and exceptional performance through verbal acknowledgment, Employee Evaluation Comment forms, commendations, awards and positive performance evaluations.
- C. The Department identifies, documents and corrects unacceptable behavior through supervisory counseling, remedial training, Employee Evaluation Comment forms, Performance Improvement Plans, negative performance evaluations and the City of Vallejo progressive disciplinary process.

II. DEFINITIONS

Behavior - Generally, conduct with reference to Federal, State and local laws, Department rules, regulations and general orders, the requirements of an assignment, performance standards and direction from competent authority. Behavior is rated by evaluating the quality and quantity of performance in these areas.

Misconduct - A deliberate act or omission by a member or employee, constituting a breach of behavioral standards as defined by laws, administrative or Departmental orders, the requirements of an assignment, performance standards, and/or direction from competent authority.

Performance problem - The failure of a member or employee to perform in an acceptable manner or to an acceptable level, with reference to laws, administrative or Departmental orders, the requirements of an assignment, performance standards, and/or direction from competent authority. Uncorrected performance problems may become *misconduct*.

Performance standards - A set of standardized, equitable goals or task descriptions which define what is expected of a member or employee.

Unacceptable behavior - May be defined as a *performance problem* or as *misconduct*.

The following are instruments utilized by the Department in the documentation and evaluation of performance:

Counseling Memoranda - Instruments which document specific corrective sessions.

Employee Evaluation Comment forms (EEC) - Forms used to document minor acts of positive or negative performance. Refer attached Addendum.

Performance evaluations - Instruments which identify the acceptability of a member or employee's performance as compared to the performance standard. Performance evaluations document the dimensions of contributions and provide information regarding performance.

Performance Improvement Plan (PIP) - A document which identifies specific performance problems and provides guidelines and a time frame for their resolution. Refer attached Addendum.

III. PROCEDURES

A. Performance Evaluation

1. Standards

- a. The evaluation process begins after a member or employee is first informed of Department standards and expectations.
- b. A member or employee's supervisor shall monitor and provide constructive feedback on positive and negative aspects of that individual's performance.
- c. Supervisors shall take immediate action upon observing unacceptable behavior.
 1. In cases of misconduct, supervisors shall immediately correct the errant act or omission, utilizing uniform standards of conduct for all personnel and implementing the progressive disciplinary process as required.
 2. In cases of performance problems, the supervisor shall rehabilitate the member or employee and ensure

acceptable future performance through Performance Improvement Plans and remedial training as needed.

- d. Supervisors shall initiate Performance Improvement Plans for those areas of performance which they rate "Unacceptable".

2. Rating Periods

- a. In accordance with City of Vallejo Administrative Rule Section 2.13, supervisors shall evaluate non-probationary subordinates annually, on the anniversary date, unless the subordinate has been transferred or evaluated within the previous two months. Evaluations shall be completed and submitted in a timely manner.
- b. Supervisors shall evaluate trainees and probationary subordinates in compliance with existing training program guidelines.
- c. The Watch Commander, or other lieutenant to whom a probationary sergeant is assigned, shall submit a monthly status report to the Training Coordinator, utilizing the Supervisor Daily Observation Report form. Sergeants shall submit similar monthly status reports on probationary corporals.

3. Reassignment

- a. Supervisors shall, upon being notified of a subordinate's pending reassignment, complete an evaluation for that individual.
- b. Supervisors shall, upon being notified of their own pending reassignment, complete evaluations for those subordinates whose anniversary dates fall within the two months subsequent to the reassignment.

4. Evaluation Review

- a. Supervisors shall submit completed evaluations to the appropriate Bureau Commander, via the chain of command.
- b. Individuals in the chain of command who disagree with a performance evaluation rating may attach a written addendum or recommendation, forwarded with the evaluation to the appropriate Bureau Commander.

- c. The Bureau Commander or a designee shall review the evaluation and any addenda, confirm the appropriate ratings and sign the evaluation. Ratings may be changed only by the Bureau Commander or Chief of Police.
 - d. The Bureau Commander shall cause the signed evaluation to be returned to the originating supervisor, who shall review it with the affected member or employee.
 5. Special evaluations may be assigned at the discretion of the appropriate Bureau Commander or by the Chief of Police.
 6. Rebuttal
 - a. A member or employee may sign and accept an evaluation upon receipt, or may, within thirty (30) days, submit a written rebuttal to the evaluator.
 - b. The evaluator shall route rebuttals to the appropriate Bureau Commander via the chain of command for review and signatures.
 - c. The Bureau Commander shall forward the rebuttal to the Professional Standards Division, where it shall be attached to the evaluation and retained in the member or employee's personnel file.
- B. Employee Evaluation Comment Form (EEC)
 1. EEC's document incidents of performance less significant than those demanding formal commendation or discipline.
 2. EEC's may be initiated by any member or employee.
 3. EEC's shall contain, at minimum, the member or employee's name and badge number, the date, a description of the incident, and shall be signed by the originator and the member or employee.
 4. Supervisors shall not use adverse EEC's as the sole basis for negative ratings in a performance category.
- C. Counseling Memoranda
 1. A supervisor conducting a counseling session shall complete a written counseling memorandum which includes, but is not limited to:

- a. Issue(s) identified,
 - b. Performance expectations,
 - c. Instructions for improvement,
 - d. Response of the member or employee,
 - e. Assistance offered,
 - f. Time frame for improvement, and
 - g. Consequences of failing to improve.
2. Counseling memoranda shall be signed by the counseled individual. Refusals shall be documented on the memorandum by the supervisor.
 3. Supervisors shall forward counseling memoranda to the Professional Standards Division, where they shall be maintained in the individual's personnel file.
 4. Supervisors shall use counseling memoranda in support of Performance Evaluation Report ratings.
- D. Performance Improvement Plan (PIP)
1. PIP's generally identify specific performance problems and provide guidelines and a reasonable time frame within which correction is required.
 2. A supervisor may initiate a PIP at any time, forwarding it through the chain of command for review.
 3. Personnel shall acknowledge in writing the receipt of a PIP.
 4. Except as authorized by the pertinent Bureau Commander or Chief of Police, personnel shall resolve PIP's by no later than the end of the following evaluation period. Failure to participate in or to successfully complete a PIP may be cause for disciplinary action.
 5. Supervisors shall document PIP's in performance evaluations and shall use PIP's in support of performance evaluation report ratings.
- E. Personnel File

1. The Professional Standards Division shall maintain Department personnel files. These files may contain, but are not limited to:
 - a. Original Employee Evaluation Comment forms,
 - b. Original counseling memos,
 - c. Copies of commendations or letters of appreciation
 - d. Performance Improvement Plans,
 - e. Copies of disciplinary actions,
 - f. Copies of report reviews,
 - g. Other pertinent information.
2. Department personnel files may be used to provide continuity of supervision and accuracy in the evaluation process.
3. Personnel shall make written acknowledgement of evaluation, counseling and disciplinary documents retained in their Department personnel file. In the event of a refusal, the supervisor making the entry shall also make written documentation of the refusal.
4. Purging
 - a. The Professional Standards Division is responsible for the retention and purging of material in Department personnel files.
 - b. Within 30 days of the issuance of a performance evaluation report, personnel file materials incorporated into such report shall be returned to the member or employee.
 - c. Personnel file materials which are not incorporated into performance evaluation reports, with the exception of unresolved Performance Improvement Plans, shall be destroyed.
 - d. Performance Improvement Plans shall be retained until resolved.

VALLEJO POLICE DEPARTMENT

Evaluation Comment Form

NAME OF EMPLOYEE

DATE/TIME

FAVORABLE

UNFAVORABLE

RELATED REPORTS

DESCRIBE INCIDENT AND ACTION TAKEN:

INITIATOR COMMENTS:

EMPLOYEE SIGNATURE

ORIGINATOR'S SIGNATURE

DISTRIBUTION: ORIGINAL TO FILE

COPY TO EMPLOYEE

VALLEJO POLICE DEPARTMENT

Performance Improvement Plan

Employee _____

Date _____

Performance Issue:

Steps to Improve:

Completion Date: _____

Prepared by: _____

Reviewed by: _____

Employee's Signature: _____

Note: Failure to participate in or successfully complete this plan may lead to disciplinary action.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-8

SUBJECT: PERSONNEL DATA CONTROL

DATE: January 23, 1989 (Issued)
January 3, 2005 (Last Revision)

I. POLICY

This order pertains to personnel lists which bear the names, home addresses and/or home telephone numbers of Vallejo Police Department members and employees.

Personnel shall maintain telephone service at their residences.

Personnel shall provide the Department with their current residence address and residence telephone number and shall report any change within four (4) days, in writing, to the Professional Standards Division Administrative Unit. Post office boxes, pager numbers or message numbers are not acceptable.

Personnel data lists shall not be reproduced in any manner, except by the Administrative Unit, nor left accessible to unauthorized persons.

II. PROCEDURE

- A. The Administrative Unit is responsible for the issuance and update of personnel data lists, and for maintaining a log of list recipients.
- B. Upon receipt of new information, the Administrative Unit shall promptly update master lists and shall ensure the distribution of updated information to authorized personnel.
- C. The Chief of Police, the secretary to the Chief, the Internal Affairs supervisor, captains and administrative personnel are authorized to receive the personnel residence address list.
- D. The Chief of Police, the secretary to the Chief, the Watch Commander's office, Bureau and Division commanders, administrative personnel, the Internal Affairs supervisor, the

General Order B – 8 (Redacted)

Records Section and the Communications center are authorized to receive the personnel residence telephone list.

- E. Members and employees to whom personnel data lists are issued are responsible for the control and use of such lists and shall immediately report a lost or missing list to the Administrative Unit.
- F. Recipients shall surrender or destroy lists in their possession upon demand, upon receiving updated lists, or upon separation from service.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: B-9

SUBJECT: REPORTING PERSONNEL INJURY

DATE: October 1, 1986 (Issued)
May 25, 2006 (Last Revision)

I. POLICY

Personnel shall immediately report to their supervisor, or, in the absence of their supervisor, to the Watch Commander, any injury or illness related to their employment, or any on-duty vehicle accident, or unsafe condition or equipment.

Supervisors shall document any employment-related injury or illness of which they are advised in accordance with the City of Vallejo "Return to Work" Program.

Supervisors shall immediately refer to medical treatment a member or employee reporting any employment-related injury or illness. In the event that the individual declines medical treatment, such refusal shall be documented in a "Declination of Medical Treatment" packet.

II. PROCEDURE

A. Personnel Receiving Medical Treatment

1. Injured personnel shall generally report to the City-designated medical facility, or, in any emergency, to the nearest emergency room. Members or employees who have previously designated their own physician or medical facility may report there.
2. Personnel shall complete an "Initial Injury Packet" and, if directed, a written account of the incident. Where this is prevented by the nature of the injury, a supervisor may authorize another member or employee to complete the form and written statement, which the injured shall sign.

General Order B – 9 (Redacted)

3. Personnel shall have the treating physician complete an “Employee Status Report” form. This form shall be returned to the Department immediately following treatment.
 4. An “Employee Status Report” form must be completed and submitted for each physician visit related to the reported injury.
 5. Prior to returning to light or full duty, personnel shall submit a completed “Employee Status Report” form.
 6. Personnel reporting a cumulative injury/illness which is not related to a specific on-duty incident must complete an “Initial Injury” packet and articulate why and how the injury/illness is related to their employment.
- B. Personnel Declining Medical Treatment
1. Personnel are permitted to decline medical treatment only in cases of extremely minor injury.
 2. Personnel declining medical treatment shall complete a “Declination of Medical Treatment Packet”.
 3. A member or employee who has declined medical treatment for an employment-related illness or injury and who subsequently requires treatment shall inform a supervisor and complete an “Initial Injury Packet”, referencing the initial declination.
- C. Supervisor
1. A supervisor shall respond to the scene of an injury to an on-duty member or employee. When possible, this shall be the supervisor of the injured individual, however, response shall not be delayed pending that supervisor’s notification.
 2. If the injured individual has left the scene to seek treatment, the responding supervisor shall assign a member or employee to stand by with the injured until relieved.
 3. In all cases, the supervisor shall conduct an investigation of the incident, including:
 - a. A completed “Initial Injury Packet” or “Declination of Medical Treatment Packet”,

And, as appropriate,

- b. Photographs of the scene and injury
 - c. Interviews of and written statements from involved personnel and witnesses
 - d. Copies of all official reports regarding the incident
 - e. A written report regarding the investigation.
4. In those instances where medical treatment is declined and it reasonably appears that the injury is subject to recurrence or that liability may attach, the investigating supervisor shall complete a "Reporting Supervisor Incident Report", routed to the Professional Standards Division.
 5. On the day of the injury, the investigating supervisor shall fax to Risk Management a completed "Initial Injury Packet" or "Declination of Medical Treatment Packet" and such related documents as are available at that time. Failure to comply may result in delayed authorization of treatment and/or benefits.
 6. The investigating supervisor shall forward the original packet and copies of related documents to Risk Management via the Professional Standards Division. Additional copies shall be forwarded to the appropriate Bureau Commander via the chain of command.

C. Division Commander

The Division Commander of the affected member or employee shall review the report and have a complete copy forwarded to the Professional Standards Division.

D. Recurrent Injuries

A member or employee claiming compensation due to alleged recurrence of an original reported injury shall follow the procedure for an original injury. The following information shall be included in the report:

1. Date of the original injury.

General Order B – 9 (Redacted)

2. Original injury diagnosis.
3. Date of recurrence.
4. Full details of recurrence, i.e. where, how, etc.

Recurrent injuries for which leave is requested must be verified by a physician or an authorized practitioner.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-10

SUBJECT: CONCEALED WEAPONS LICENSES

DATE: June 24, 2008 (Revision 1)
October 18, 2006 (Issued)

I. POLICY

- A. The Department issues Carrying Concealed Weapon (CCW) licenses in accordance with California Penal Code Sections 12050 through 12054 and Department of Justice (DOJ) guidelines.
- B. The Chief of Police, upon proof that an applicant is of good moral character as determined by a background investigation and psychological examination, submission of fingerprints and appropriate fees and documents, completion of a specified course of training, and proof that good cause exists, may issue a license to carry a concealed weapon.
- C. The Department reserves the right to limit the type and numbers of weapons and ammunition to be carried, and to limit the carrying of a concealed weapon to specific times, places, manners or circumstances.
- D. Department fees may be waived for active Department reserves and employees, on whom background and fingerprint checks have previously been completed.

II. PROCEDURES

A. ISSUANCE

- 1. Applications for CCW licenses are made available through the Professional Standards Division and must be signed for by the individual to be licensed.
- 2. Licenses which have been expired for one year or more may not be renewed. A new application process is required, including applicable fees.

General Order C-10 (Redacted)

3. Licenses retain their original month and day of expiration regardless of when they are renewed. For example, a license which expired in June and is renewed in August retains the June renewal date.

B. REQUIREMENTS

1. General

Persons wishing to obtain a CCW license shall:

- a. Meet the jurisdictional requirements as established in B (2), below.
- b. Have successfully completed a Department-approved firearms training course which complies with the requirements of Penal Code 12050(a) (1)(E).
- c. Have no history of mental/emotional condition, alcoholism or drug abuse.
- d. Not have been convicted of a felony, a serious misdemeanor, or any crime defined in Penal Code Section 12021(c)(1), nor have engaged in any conduct which would indicate the applicant is not of good moral character.
- e. Not be the subject of a domestic violence investigation, or of any court order or restraining order, presently or during the previous three (3) years. Not have committed an act in another state which would constitute an act of domestic violence in the State of California.
- f. Provide a factual statement on the license application form demonstrating the need to carry a concealed weapon.
- g. Never have had a CCW license either suspended or revoked, from the Vallejo Police Department or other law enforcement agency within the State of California.
- h. Furnish proof of medical fitness and/or undergo psychological testing by a psychologist specified by the Department, at the applicant's expense, in accordance with the provisions of PC 12054 (c).
- i. Furnish a letter from the applicant's employer, if the applicant intends to carry a concealed weapon at work.

General Order C-10 (Redacted)

2. Jurisdiction

In establishing jurisdiction, the applicant must satisfy one of the following:

- a. Continuous legal residence within the City of Vallejo, presently and for the year prior to the date of application,

AND,
- b. Provide the two (2) most recent utility bills and a copy of the deed or parcel number or any other sufficient proof of full time residency within the City of Vallejo,

OR,
- c. Be an active Reserve Police Officer in good standing with the Department.

Where an applicant resides outside City limits, application must be made to the police or Sheriff's department in which jurisdiction they reside or are employed.

3. Training

- a. In accordance with Penal Code section 12050(a) (1) (B) and (E), applicants for new licenses are required to complete a course of training. The Department mandates a community college course, certified by the Commission on Peace Officer Standards and Training, which includes instruction on firearms safety and the law regarding the permissible use of a firearm. This course need not exceed 24 hours.
- b. In accordance with Penal Code Section 12050 (a) (1) (B) and (E), renewal applicants must complete a minimum 4-hour course of training related to firearm safety and the law regarding the permissible use of a firearm. Professional Standards Division personnel may schedule and provide this training, in conjunction with annual weapons qualification, for a fee, or the course may be taken at a Department-approved location.
- c. The Department requires annual qualification with the weapon(s) for which the CCW license is granted.

C. LICENSES

The following types of CCW license may be issued:

- 1. 90 Day Employment

The 90 Day Employment CCW license is intended for persons who spend a substantial period of time in their principal place of employment or business, but are not residents of the jurisdiction in which the license is issued. **The Department issues CCW licenses only to residents of the City of Vallejo and does not issue 90 Day Employment CCW licenses.**

2. Two Year Resident

The standard license issued to a resident of the City of Vallejo.

3. Three Year Judicial

May be issued to California judges, full-time court commissioners, and to federal judges and magistrates of federal courts. May be valid for any period of time not to exceed three years.

4. Four Year Reserve Peace Officer

May be issued to Department reserve peace officers appointed pursuant to Section 830.6 of the Penal Code. Valid for any period of time not to exceed four years, except that any such license shall be invalid upon the conclusion of the person's appointment as a reserve peace officer.

D. TERMS

The Department grants CCW licenses only in accordance with the following terms. Failure to abide by these terms shall result in the immediate suspension or revocation of a CCW license.

The license holder shall:

1. Notify the Vallejo Police Department, within a ten-day period, of any change of address.
2. Surrender the CCW license and/or concealed weapon to any peace officer upon demand.
3. If contacted by a peace officer for any reason, immediately announce that he or she is carrying a concealed weapon, and has a license to do so.
4. Not unnecessarily display or expose the concealed weapon.
5. Should the license holder display or utilize, other than at a range, the concealed weapon for which the license has been issued, he/she shall, within five days, notify the Commander of the Professional Standards Division in writing and document the circumstances of such use. Failure to do so shall result in immediate revocation of the CCW license.

General Order C-10 (Redacted)

6. Not carry a concealed weapon while under psychiatric care, and shall notify the Commander of the Professional Standards Division of his/her condition in writing within five days of coming under such care.
7. Not carry a concealed weapon while taking any medication or substance likely to impair judgment, behavior, or dexterity.
8. Surrender the CCW license immediately upon arrest or conviction of any felony or serious misdemeanor, including under the influence of alcohol or drugs. Surrender the CCW license immediately should he/she become the subject of any domestic violence investigation or court order/temporary restraining order.
9. Not carry a concealed weapon while:
 - a) Consuming alcohol;
 - b) At a location where alcoholic beverages are being sold, dispensed, or consumed;
 - c) At any airport or on a plane;
 - d) In any school building or on school grounds;
 - e) In any city, county, state, or federal building;
 - f) At any facility where prisoners are housed; or,
 - g) At any other location where firearms are normally prohibited by law.

E. APPLICATIONS

1. Personnel shall have the applicant sign the "New Concealed Weapons License" log and shall assign an application number which shall be written on the face of the application.
2. When all requirements are met and the application is complete, applicant shall call the Professional Standards Division to make an appointment for an interview with a background investigator.
3. Documents Required for Applicant Interview
 - a. Completed CCW application
 - b. Mandatory Training Certificate or scheduled date to attend course
 - c. Three letters of character reference endorsing the CCW (Reserves require a written endorsement from a Department lieutenant or captain)
 - d. Two money orders

General Order C-10 (Redacted)

- e. Copy of current driver's license
- f. Copy of DD214 (if applicable)
- g. Copy of birth certificate and/or naturalization papers
- h. Copy of a recent utility bill AND copy of deed or parcel number, or other proof of full time residency within the City of Vallejo, if applicable.
- i. Written verification of employment in the City of Vallejo, if applicable
- j. Written verification of medical/psychological examination
- k. Weapons to be listed on license (up to three)

F. BACKGROUND INTERVIEW

- 1. Applicants shall be interviewed by a Department - approved background investigator or appropriate Department member.
- 2. Prior to the interview, Professional Standards Division personnel shall complete a Live Scan fingerprint request form for the applicant. The applicant shall sign the blank license form and place their thumbprint in the lower left corner of the form. Applicant shall then have his/her fingerprints taken.
- 3. Professional Standards Division personnel shall photograph the applicant and place the photo in the applicant's file. Fees shall be processed and the file placed in pending (maintained by the Professional Standards Division).
- 5. The background investigator or Professional Standards Division personnel shall run the serial number on each weapon subject to the license.

G. CCW FILE

- 1. The Professional Standards Division shall maintain files on CCW applicants and licensees, including those denied and revoked. The files shall include, as applicable:
 - a. Photo
 - b. Pink copy of license
 - c. Copy of application
 - d. Mandatory Training Certificate
 - e. Weapons verification
 - f. CCW worksheet

General Order C-10 (Redacted)

- g. Copy of money orders
 - h. Intake questionnaire
 - i. Copy of birth certificate and/or naturalization papers
 - j. Copy of military discharge (DD214)
 - k. Local R.M.S. computer contacts
 - l. Confidential inquires
 - n. Three (3) reference letters
 - n. LiveScan verification
 - o. Signed "Agreement to Restrictions" form
 - p. Copy of California Driver's License
 - q. Signed Domestic Violence Waiver
 - r. Computer-verified weapons registration check
 - s. Utility bill/deed, etc.
 - t. Copy of medical/psychological clearance
 - u. Copy of letter granting or denying CCW
 - v. Firearms eligibility letter from DOJ with CII number
2. Data Entry

Professional Standards Division personnel shall:

- a. Enter new applicant information in the R.M.S. computer system.
- b. Verify that the license has a right thumbprint and the applicant's signature, and that it is marked as "new".
- c. When a license is issued, mail the white original to the licensee and the yellow copy to DOJ, along with their required transmittal form. Retain the pink copy in file.

H. FEES

- 1. Initial applicants shall provide a money order, made payable to "California Department of Justice", for the following amounts:
 - a. Two Year Resident CCW \$ 95.00
 - b. Three Year Judicial CCW \$117.00
 - c. Four Year Reserve Peace Officer CCW \$139.00
- 2. Initial applicants must also provide a money order, made payable to the "Vallejo Police Department", for \$150.00.

General Order C-10 (Redacted)

3. Renewal applicants shall provide a money order, made payable to "California Department of Justice", for the following amounts:
 - a. Two Year Resident CCW \$ 52.00
 - b. Three Year Judicial CCW \$74.00
 - c. Four Year Reserve Peace Officer CCW \$96.00
4. Renewal applicants must also provide a money order, made payable to the "Vallejo Police Department", for \$50.00.
5. Money orders shall be documented in the applicant's file and submitted in accordance with Department procedure.

I. LICENSE AMENDMENT

1. Professional Standards Division personnel shall document any amendment to an existing CCW on a DOJ "CCW License Modification Form".
2. General licensees shall be charged a fee of \$10.00 per amended license, payable to the Vallejo Police Department.
3. Reserves may change weapons twice, without charge, during the period of their CCW. Additional amendments to the license are subject to the amended license fee.
4. Licensees may carry concealed only those weapons listed on the license.

J. DENIALS AND REVOCATIONS

1. Applicants denied a license shall, within 90 days of the application or within 30-days after receipt of the applicant's criminal background check from the DOJ, whichever is later, and in accordance with Penal Code Section 12052.5, be sent a notification letter by the Professional Standards Division Commander. A copy of the letter shall be maintained in the applicant's file at the Professional Standards Division.
2. Professional Standards Division personnel shall notify DOJ via a completed "Modification Form" when a license is revoked. Notification shall include, name, address, DOB, hair and eye color, height, weight and CII number.
3. Fees are not refundable, absent the approval of the Professional Standards Division Commander. Where fees are to be refunded, Professional Standards Division personnel shall send a letter to the bank where CCW fees

were deposited, providing the applicant's name and address and a copy of the money order from applicant's file.

K. RENEWALS

1. Professional Standards Division personnel shall, before processing a renewal, verify in the local R.M.S. computer that the applicant:
 - a. Has not, within the past two years or since the issuance of their CCW, been a suspect in any crime that would prohibit them from legally possessing a firearm;
 - b. Has no criminal record which would negatively implicate their moral character.
2. The renewal applicant shall provide:
 - a. Two money orders, one payable to DOJ, one to the Department, in accordance with H (3) and (4), above.
 - b. A completed "Standard Application for License to Carry a Concealed Weapon" (whether or not there have been changes in the previous year).
 - c. A completed license, signed, dated and thumbprint placed on all three copies.
 - d. Mandatory gun safety training course certificate.
 - e. Verification of annual weapons qualification
3. If any weapon is to be changed, the licensee shall have new weapons verified at the Professional Standards Division.
4. Professional Standards Division personnel shall:
 - a. Make any necessary changes to the license, copy and submit money orders and file copies. Type of license, renewal month and day remain the same.
 - b. Update CCW computer tracking system and RMS, including new expiration/renewal year.
 - c. Verify that each license has a right thumbprint, is signed and marked "renew".
 - d. Review licensee's file to ensure that it is complete and current.
 - e. Submit the license package to the Chief of Police for review and signature.
 - f. Fill out DOJ transmittal form. Mail DOJ yellow copy with fee.
 - g. Mail white copy to licensee. Pink copy to licensee file.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-11

SUBJECT: DISTRACTION DEVICES

DATE: September 3, 2009 (Issued)
March 23, 2010 (Last revision)

I. POLICY

- A. The Department authorizes the use of certain less-lethal devices, including distraction devices, in order to reduce and minimize injuries to members, arrestees, and persons who present a danger to themselves or others.
- B. Justification for the use of a distraction device includes, but is not limited to, **[Redacted]**, where such use will minimize the likelihood of greater injury to members or suspects, and the **[Redacted]**.
- C. Distraction devices shall only be utilized by members who have received formal training in the deployment of such devices.
- D. Absent exigent circumstances, members shall not deploy distraction devices in the presence of **[Redacted]**.

II. DEFINITION

Distraction Device: **[Redacted]**.

III. PROCEDURE

- A. The Department utilizes **[Redacted]** distraction devices.
- B. Absent emergency circumstances and with the concurrence of their supervisor, members shall:
 - 1. Obtain prior authorization from the Emergency Services Unit commander for the intended or potential utilization of a distraction device. In the event that the Emergency Services Unit commander is unavailable, members shall obtain prior authorization from the Watch Commander.

General Order C - 11 (Redacted)

2. Draft a written Operations Plan for the anticipated or intended use of a distraction device. Copies of the Operations Plan shall be forwarded to the Watch Commander, the Emergency Services Unit commander and to the Professional Standards Division.
- D. When deploying a distraction device, members shall:
1. Visually determine where the device is to be placed.
 2. **[Redacted]**.
 3. **[Redacted]**.
 4. **[Redacted]**.
- E. Devices may be placed by **[Redacted]**.
- F. Post-deployment

Members deploying a distraction device shall:

1. Prepare a written report documenting the facts of and justification for the deployment. This information may be incorporated into the crime or casualty report related to the incident.
2. Record the use of the distraction device in the appropriate area on the body of the device.
3. Clean and reload the device in accordance with Department training and manufacturer's recommendations.
4. Notify their Bureau Commander, the Emergency Services Unit commander and the Professional Standards Division Commander by e-mail via the chain of command, including the serial number of the device(s).

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-1

SUBJECT: USE OF FORCE

DATE: December 15, 1983 (Issued)
January 26, 2009 (Last Revision)

I. POLICY

- A. It is the Department policy to accomplish public safety and law enforcement objectives with minimal reliance on the use of force.
- B. Members may use reasonable force as required in the performance of their duties.
- C. Members shall utilize only those force options approved by the Department, in a manner consistent with Department training.

II. DEFINITIONS

- A. *Control Holds* are the techniques used to control a suspect's movement. They include, but are not limited to, pain-compliance holds, pressure-point applications and temporary restraining devices. They do not include striking techniques.
- B. *Critical Incident Board of Review* is a body, appointed by the Chief of Police, to conduct administrative reviews or investigations of incidents involving the use of force by members and su other incidents as may be determined by the Chief of Police. The Board provides the Chief of Police with findings and recommendations related to such incidents.
- C. *Force*
 - 1. *Less-Lethal Force* is a degree of force with a lesser likelihood of death.

General Order C - 1 (Redacted)

2. *Lethal Force* is a degree of force that is likely to result in death.
 3. *Non-Lethal Force* is a degree of force that is not likely to result in death.
 4. *Reasonable Force* is that force which an objective, trained and competent peace officer, faced with similar facts circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody, gain compliance with a lawful order or accomplish a law enforcement objective.
 5. *Unreasonable Force* is that force which is *unnecessary* or *excessive*.
 - a. *Unnecessary Force* is the use of force when none is required or appropriate.
 - b. *Excessive Force* is the use of more force than is objectively reasonable.
- D. *Force Options* are the weapons and techniques available to a member. The options include, but are not limited to, verbal persuasion, physical strength and control holds, chemical agents, immobilization devices (including the Taser), the carotid restraint, impact weapons and blows, weapons designed to fire less-lethal projectiles, and lethal weapons.
- E. *Great Bodily Injury* is an injury that creates a substantial risk of death.
- F. *Passive resistance* is the failure to comply with orders or directives, while offering no direct or indirect physical resistance. It does not include such actions as stiffening the body or pulling away.
- G. *Violent Felony*, for the purpose of this order, is a felony involving the actual, attempted or credibly threatened infliction of death or great bodily injury on another.

III. TRAINING

- A. Members shall attend and complete force training and shall qualify as required.

General Order C - 1 (Redacted)

Members who fail to attend or complete training or to qualify may be placed on modified duty status, pending satisfactory completion. Members who fail to attend or complete force training qualifications for other than good cause are subject to discipline.

- B. Members shall demonstrate and maintain proficiency with force options and equipment as instructed.
- C. The Training Unit shall maintain documentation of the force training provided by the Department.

IV. USE OF FORCE

- A. Members shall utilize force based on, but not limited to, the following considerations:
 - 1. Nature and gravity of the offense;
 - 2. Suspect's demeanor and apparent mental state;
 - 3. Circumstances of the encounter;
 - 4. Proximity of weapons;
 - 5. Safety of involved and uninvolved persons;
 - 6. Availability of alternatives.
- B. Members shall not utilize excessive or unnecessary force. The use of unnecessary force, in particular, constitutes gross misconduct subject to disciplinary action to include termination.
- C. Absent exigent circumstances, the use of force beyond necessary to merely handcuff and relocate arrestees who passively resist is prohibited. Demonstrators shall be handled in accordance with General Order D-18 "Crowd Procedures".
- D. Members are not expected nor required to attempt a degree of force which they reasonably believe to be inadequate before employing a greater level.
- E. Members are not expected to sustain physical injury before applying reasonable force.
- F. The display of firearms shall be limited to those circumstances where a reasonable belief of danger exists.

V. LETHAL FORCE

- A. Lethal force may be used only when it is reasonable, as defined herein, and is needed to:
 - 1. Defend the member or other persons from an immediate threat of death or great bodily injury;
 - 2. Apprehend a suspect who is attempting to escape and has, or is reasonably believed to have, committed a violent felony and who presents a continuing and immediate life-threatening danger; or,
 - 3. Dispose of dangerous or seriously injured animals in the absence of humane or practical alternatives.
- B. Members shall discharge firearms with due regard for the safety of uninvolved persons.
- C. Warning shots may be fired only as a final effort to stop a life-threatening attack.
- D. The discharge of firearms at or from a moving vehicle shall be based on the standards for reasonable force.

VI. FOLLOWUP AND REPORTING PROCEDURES

- A. Other Than Lethal Force
 - 1. After using force, the member or a designee shall conduct an injury assessment and provide medical attention, if needed. Members shall request fire and EMS to respond Code 3 for an individual displaying signs of medical distress
 - 2. Persons who have come into contact with OC spray or other chemical agents shall be decontaminated as soon as practical.
 - 3. Whenever the carotid hold has been used, members shall request fire and EMS to the scene to examine the suspect.
 - 4. Suspects against whom the carotid hold or TASER have been used shall be continuously monitored and shall be examined by hospital personnel prior to being booked.

Imbedded TASER darts shall be removed only by hospital personnel.

5. Members shall cause suspects against whom impact weapons have been used, including less-lethal extended-range impact weapons, to be examined by hospital personnel on an as-needed basis.
6. Members using force beyond the level of control holds shall make timely advisement to their supervisor and shall note "force required" on the Arrest Report and provide a full explanation in the report narrative.
7. The supervisor advised of a use of force shall conduct an initial review of circumstances, injuries and reasons and shall review and initial the incident report.

B. Lethal Force

1. A member who uses lethal force, or commits an accidental firearms discharge, shall:
 - a. Take immediate action to care for the injured, summon aid, apprehend suspects, locate witnesses and protect the scene;
 - b. Notify the Communications Section at the earliest opportunity;
 - c. Secure discharged firearms without reloading, absent a continuing threat.
2. Following notification, the Communications Section shall:
 - a. Dispatch assistance as requested;
 - b. Notify the Watch Commander and field supervisors;
 - c. Make other appropriate or requested notifications;
 - d. Log all information concerning the incident.
 - e. Mark and preserve the communications digital audiotape at the conclusion of the incident.

General Order C - 1 (Redacted)

3. Upon notification, a field supervisor shall respond to the scene and:
 - a. Ensure that appropriate medical care has been accomplished or is initiated;
 - b. Ensure that scene management and preliminary investigation measures are taken. Such actions include, but are not necessarily limited to, the following:
 - (1) Preliminary inquiries of involved members for public safety and scene management purposes. Instruct involved members to discuss the details of the incident only with their representative and assigned investigators.
 - (2) Relieve involved and witness members from their normal duties and direct appropriate persons to transport and remain with them at the Police Department or other designated facility.
 - (3) Take custody of and initiate a chain of evidence for duty weapons discharged during the incident. Issue replacement weapons if the involved member(s) cannot immediately return to the Police Department.
 - (4) Assign members to remain with injured suspects, victims or members who are transported for medical treatment and to obtain statements and collect evidence from such persons unless otherwise directed.
 - (5) The field supervisor or other competent authority shall direct an involved member to submit to a chemical blood test when the member
 - a. Shows objective signs of alcohol or drug influence, or;
 - b. Is reasonably suspected of drug- or alcohol-induced intoxication or diminished capacity.

The field supervisor or other competent authority may direct an involved member to submit to a chemical blood test when the member

- a. Is involved in the shooting of another person, or;
- b. Is involved in any action which causes death or great bodily injury to another.

- 4. Upon notification, the Watch Commander shall:
 - a. Ensure that the Administrative Critical Incident Investigation Team, the Bureau of Investigations and the Fatal Incident Protocol Team are notified, as appropriate.
 - b. Notify the Chief of Police or, in his or her absence, the ranking Department commander and the City Attorney when the use of force resulted in the death or great bodily injury of any person.
 - c. Ensure that peer support personnel respond to relieve persons initially assigned to accompany the involved member(s) and, if appropriate, notify the Department's clinical psychologist.
 - d. Ensure that the Department's Public Information Officer has been notified. Only the Chief of Police, the Public Information Officer, or other person specifically or generally designated by the Chief of Police shall make press releases or other media statements regarding the incident.
 - e. If the use of force resulted in death, place the involved member(s) on administrative leave and notify the Professional Standards Division.
 - f. Inform the involved member(s) of the opportunity to seek personal legal counsel.
- 5. The Chief of Police or a designee shall make the determination regarding members' referral to professional services, return to duty from administrative leave and participation in post-incident briefings.

C. Investigation of Incidents Involving the Use of Lethal Force

1. Personnel to be interviewed as a result of a use of lethal force shall, upon request, be afforded a reasonable length of time to consult with counsel or acquire a representative to be present before any interview.

2. A supervising investigator or command officer shall determine a reasonable length of time to defer the interview.

“Reasonable length of time” varies with attendant circumstances, including the severity of the incident the ability of counsel or a representative to respond, generally within two hours or less.

3. Once the time has elapsed, the supervisor or command officer shall direct the involved member or employee to participate in an interview and render a statement. Failure or refusal shall subject the member or employee to disciplinary action. Such refusal, the date, and the time that the order was given shall be reported in writing by the interviewing officer to the Chief of Police via the chain of command.

4. No supervisory or command member present at or directly involved in an incident shall conduct the interviews of involved members or employees.

5. Bureau of Investigations

a. The Investigations Bureau Commander shall conduct or cause the criminal investigation of incidents which do not initially meet the criteria for the involvement of the Fatal Incident Protocol Team or the Administrative Critical Incident Investigation Team.

b. If the Fatal Incident Protocol Team is activated, the Bureau Commander or designee shall assign an appropriate number of investigators and shall cause coordination with Coroner's Office and District Attorney personnel assigned to investigate the incident.

c. The Bureau Commander shall immediately notify the Chief of Police, or his or her designee, if the investigation discloses information suggesting action

was taken which violated the law or Department rules or regulations.

6. Critical Incident Board of Review

- a. The Board shall monitor, but not assume, investigations conducted by the Fatal Incident Protocol Team, and shall conduct such other administrative inquiries as may be appropriate.
- b. The Board shall provide assistance as needed with any investigation conducted by the Bureau of Investigations or any other competent authority.
- c. Based on their administrative inquiry, the Board shall determine whether a member's use of force complied with Department policy and shall report their conclusions, in writing, to the Chief of Police. In the event that such inquiry reveals other issues pertinent to the use of force by Department personnel, the Board shall make recommendations to the Chief of Police.

7. Internal Affairs Unit

The Internal Affairs Unit shall conduct an administrative investigation or review of incidents which do not initially meet the guidelines for the involvement of the Fatal Incident Protocol Team or the Critical Incident Board of Review, including, but not necessarily limited to, incidents resulting in great bodily injury, incidents to which substantial liability may attach, and other incidents as determined by the Chief of Police.

VII. USE OF LETHAL FORCE IN AN OUTSIDE JURISDICTION

- A. Notifications regarding the use of lethal force outside of Vallejo shall be made in the same manner as though the incident occurred within the City.
 1. A ranking member of the Department shall respond to the incident and shall serve as liaison with the responsible agency.
 2. Responsibility for the investigation of the incident shall remain with the agency representing the jurisdiction of

occurrence, unless that agency requests Department assistance.

- B. The role and function of the Administrative Critical Incident Investigation Team, as set forth above, shall pertain.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-2

SUBJECT: EMERGENCY DRIVING REGULATIONS

DATE: June 22, 1972 (Issued)
June 7, 2007 (Last Revision)

I. POLICY

- A. Members shall initiate pursuits only when a suspect clearly exhibits the intent to avoid arrest by using a vehicle to flee, or when a suspected violator refuses to stop and flees in a vehicle. Only members who have received training in accordance with tory requirements may initiate or participate in a pursuit.
- B. Members shall drive with due regard for the safety of s and property when operating in Code 3 status. Members shall operate in Code 3 status in accordance with this order and applicable Vehicle Code provisions.
- C. Absent extraordinary circumstances, members transporting citizens (other than ride-alongs) or prisoners shall not operate in Code 3 status.
- D. Superior officers, of all ranks, shall closely monitor subordinates to ensure compliance with the provisions of this order and to identify and correct inappropriate driving behavior.
- E. Employees shall not operate any Department vehicle in 3 status.
- F. Driving proficiency is an essential job function and a core task, as defined by the Commission on Peace Officer Standards and Training (P.O.S.T.). Inability to appropriately operate a vehicle under emergency circumstances after suitable remediation as determined by a qualified driving instructor shall be grounds for dismissal from the Department.

General Order C - 2 (Redacted)

- G. Emergency driving training is mandatory. Members who fail to participate without prior arrangement are subject to discipline.

II. DEFINITIONS

- A. *Code 3* - the operation of a police vehicle with emergency lights and siren activated, whether or not in pursuit.
- B. *Pursuit* - an effort to apprehend a known or suspected violator who is failing to yield to an official command or signal and using a vehicle to flee.
- C. *Interagency pursuit* - a pursuit involving peace officers from more than one law enforcement agency.
- D. *Code 33* - a Communications broadcast directing all units on a radio frequency to clear the air for emergency transmissions.

III. NON-PURSUIT CODE 3 VEHICLE OPERATIONS

- A. When not in pursuit, members may drive in Code 3 status only when directed or when there is reason to believe that one or more of the following conditions exists:
 - 1. A Code 3 response may prevent or diminish the commission of a violent crime;
 - 2. A Code 3 response will enhance the likelihood of apprehending a fleeing felony suspect;
 - 2. A situation exists involving the imminent potential of serious injury to other persons;
 - 3. A serious public hazard exists which may be mitigated by police presence.
- B. Members shall drive defensively and shall comply with the following when driving in *non-pursuit* Code 3 status:
 - 1. Members shall continuously activate the vehicle's emergency lights and shall sound the siren as reasonably necessary to warn other motorists and pedestrians.

2. Members shall not drive at a speed greater than is reasonable for conditions, and in no case at a speed greater than 20 mph over the posted speed limit.
3. Members shall not enter uncontrolled intersections at a speed greater than 15 mph.
4. Members may proceed against traffic control signs and devices only with extreme caution, and only after ensuring that it is safe to do so.

IV. PURSUIT VEHICLE OPERATIONS

A. Initiating or Continuing a Pursuit

1. Members are not required to initiate a vehicle pursuit where it reasonably appears that public safety considerations outweigh the gravity of the offense.
2. Members who initiate a vehicle pursuit shall continually evaluate factors including, but not limited to:
 - a. The gravity of the offense that prompted the pursuit;
 - b. Public safety;
 - c. Officer safety;
 - d. Speeds involved;
 - e. Traffic, pedestrian and road conditions;
 - f. The location of the pursuit;
 - g. Whether the suspect can be positively identified;
 - h. Adequacy of communications.
3. Members shall **[Redacted]**.
4. Members who are passengers in a pursuing unit shall assist the driver in identifying hazards and in determining whether the pursuit should continue.
5. Superior officers of all ranks shall monitor any pursuit that comes to their attention and shall order the termination of

pursuits which appear to present unjustified risk to public or officer safety. Primary responsibility for such order rests with the supervisors of the involved member, however, any superior officer may issue such an order.

B. Pursuit Procedures

1. A member who initiates, or becomes the lead unit in, a pursuit shall immediately and continuously activate the emergency lights and siren, which shall remain activated until the pursuit ends or the member is relieved.
2. The initiating member shall, at the earliest opportunity, notify the Communications Section of:
 - a. The pursuit;
 - b. The license number and/or other description of the wanted vehicle;
 - c. The offense(s) giving rise to the pursuit;
 - d. The speed, location and direction of travel of the wanted vehicle;
 - e. The number and description of vehicle occupants;
 - f. Information concerning the actual or threatened use of weapons by the occupants.
3. The Communications Section shall initiate a Code 33 and ensure that a supervisor is informed and responding.
4. Unless otherwise directed, no more than two units and a supervisor shall participate in a pursuit.
5. A member joining a pursuit shall immediately inform the Communications Section. Members who are not the lead unit shall activate their emergency lights, which shall remain continuously activated, and siren, as reasonably necessary, for the duration of their participation.
6. Upon joining a pursuit, the second unit assumes responsibility for broadcasting pursuit information.

General Order C - 2 (Redacted)

7. Police motorcycles and unmarked units in pursuit shall yield their positions to marked units at the earliest opportunity.
8. Under direction of the pursuit supervisor, the Communications Section shall dispatch assistance and air support, if available.
 - a. Air support will provide illumination, intelligence, direction and surveillance of the suspect vehicle and occupants. Responsibility for continuing or terminating the pursuit remains with ground units.
 - b. Upon the arrival of air support, ground units may continue in Code 3 status with supervisor approval.

C. Intervention Techniques

1. Roadblocks, ramming, the pursuit immobilization technique (PIT) or similar intervention techniques may be used only after standard means of stopping a vehicle have been unsuccessful, and one or more of the following conditions exist:
 - a. There is reason to believe that the person being pursued is responsible for the commission of a violent crime and presents a continuing, immediate danger to others;
 - b. The person being pursued is driving in a manner which presents an obvious and immediate hazard to public safety, greater than the hazard of a forcible stop;
 - c. The pursued vehicle has caused repeated and substantial property damage and must be stopped to prevent additional destruction.
2. Whenever possible, a member will obtain the approval of a supervisor before implementing an intervention technique.
3. Intervention techniques shall not be used against motorcycles, mopeds or similar two-wheeled vehicles except under circumstances which justify the use of lethal force.
4. Ramming and the pursuit immobilization technique should not be used at speeds in excess of 35 mph.

D. Specialized Equipment – Spike Strips

1. Spike strips may be deployed only by, or at the direction of, supervisory members and only when one or more of the conditions set forth in Part IV, C, 1, above, exists.
2. Spike strips shall not be used to stop motorcycles, mopeds or similar two-wheeled vehicles except under circumstances which justify the use of lethal force.
3. Spike strips may be used against the following vehicles only when the continued movement of the vehicle presents an immediate, life-threatening hazard:
 - a. A bus carrying pupils or passengers;
 - b. A vehicle transporting hazardous materials;

V. POST-PURSUIT PROCEDURES

- A. Where a supervisor has not been one of the pursuing unit a member superior in rank to the member(s) involved shall respond to the termination point of a pursuit to supervise the scene and ensure that required reports are completed.
- B. Whenever one of the following occurs, the relevant sergeant or the Watch Commander shall, within 24 hours, conduct an inquiry, critique and debriefing and submit a written report to the Professional Standards Division Commander and to the Chief of Police, via the chain of command:
 1. A member or other person was injured as a direct result of a pursuit;
 2. City property was damaged;
 3. There is reason to believe that the provisions of this order were violated.
- C. The critique and debriefing shall identify training or equipment needs, appropriate procedural modifications, and meritorious or deficient performance. The critique shall include personnel, including Communications dispatchers, significantly involved in the operation.

D. The report shall contain:

1. A synopsis of the incident;
2. A listing of involved personnel;
3. The date and time that the critique took place and a listing of participants;
4. A statement of concerns, if any, developed as a result of the critique;
5. Any conclusions.

VI. INTER-AGENCY VEHICULAR PURSUITS

A. Pursuits into Other Jurisdictions

1. When a Vallejo-initiated pursuit extends into an allied jurisdiction, the Vallejo pursuit supervisor shall determine whether the allied agency should join the pursuit, taking into consideration:
 - a. Distances involved;
 - b. Familiarity with the area;
 - c. Limitations of communication;
 - d. Resources committed to the pursuit.
2. Upon being requested to join a pursuit, the agency having local jurisdiction assumes responsibility for managing the pursuit.
 - a. Vallejo units shall terminate their involvement when:
 - (1) They are requested to do so by the local agency assuming the pursuit, *or*,
 - (2) The pursuit was not initiated by Vallejo, *and*;
 - (3) Sufficient units from the local agency have joined the pursuit.

- b. Once transfer of control has been accomplished, Vallejo units shall not re-join a pursuit, absent an emergency or unless so directed.

3. Responsibilities of Initiating Agency

- a. Upon relinquishing control, a Vallejo unit which initiated the pursuit shall proceed to the termination point at a reduced speed, or to the jail or other place of confinement if the distance involved makes this impractical, and take custody of the suspect.
 - 1. If the arrest occurs outside Solano County and is not pursuant to a warrant, the suspect shall be returned to Solano County.
 - 2. If the arrest occurs outside Solano County and is pursuant to a warrant, the suspect shall be transported to the jail in the jurisdiction of arrest, or may waive that right by signing the appropriate form and be returned to Solano County.
- b. Where multiple jurisdictions have participated in a pursuit, custody of a suspect may be relinquished to the jurisdiction having or witnessing the most serious offense.
- c. The agency assuming control of a pursuit is responsible for prosecuting criminal violations which occur while the pursuit is under their control. Such responsibility may be relinquished to the agency which ultimately retains custody of the violator.

B. Pursuits by Allied Agencies

- 1. The mere notification of a pursuit in progress shall not be construed as a request for Vallejo to assist.
- 2. Vallejo units shall not join a pursuit unless specifically requested by the pursuing agency. If a single unit from an allied agency initiates a pursuit within or continues a pursuit into the City of Vallejo and requests assistance, one Vallejo unit may participate in Code 3 status.

General Order C - 2 (Redacted)

If two or more units from an allied agency are involved in such a pursuit, Vallejo units shall participate only as directed or approved by a supervisor or superior officer. Units may be assigned to proceed to the general area to render assistance.

3. Members assigned to a pursuit initiated by another agency shall participate until relieved or otherwise directed.
4. The supervising member on duty shall assess and approve requests for assistance.

C. Communications

1. Where a Vallejo-initiated pursuit travels into another jurisdiction, the Communications Section shall notify the allied agency and specify whether assistance is requested.
2. If assistance is requested, the Communications Section shall, whenever possible, establish and maintain an open telephone line to that jurisdiction's communications center.
3. Communications shall generally relinquish responsibility to the communications center of the allied agency which takes control of a pursuit.

D. Supervisory Responsibilities

1. When it appears that a Vallejo-initiated pursuit will cross jurisdictional boundaries, the Vallejo supervisor shall ensure that notification is made to the allied agency.
2. If an allied agency pursuit terminates in Vallejo, the Vallejo supervisor shall, whenever possible, proceed to the termination point to arrange assistance and determine jurisdiction.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-3

SUBJECT: TASER DEPLOYMENT

DATE: November 30, 2004 (Issued)
February 8, 2010 (Last Revision)

I. POLICY

- A. The Department authorizes the use of certain less-lethal control devices, including the TASER, in order to reduce and minimize injuries to members, arrestees and persons who present a danger to themselves or others.
- B. The use of the TASER is intended to control persons who are actively violent, actively resistive, or who present a danger to themselves or others. The TASER is not recommended for use against dangerous animals.
- C. Members shall use the TASER only when it appears reasonably necessary, given the facts and circumstances known to the member at the time.
- D. Members shall carry and deploy the TASER only in a manner consistent with Department training. Under no circumstances shall a TASER be used against a subject who no longer constitutes a threat, and who complies with the member's instructions.
- E. When in uniform, members who have completed the Department-authorized TASER training program are required to carry the TASER on their duty belt.

II. DEFINITIONS

- A. *TASER*: An Electronic Control Device (ECD) which utilizes cartridges containing compressed gas to propel probes at a target. The probes remain connected to the device by high-voltage, insulated wires. When the fired probes make contact with a target, an electrical pulse which affects sensory and motor nervous systems and causes neuro-muscular incapacitation (NMI) can be transmitted (*cartridge deployment*). This electric pulse may also be

transmitted through direct contact with the TASER (*drive stun backup*).

- B. *Air Cartridge*: A removable cartridge containing probes, wire, a compressed gas charge, and AFID tags (plastic disks which contain identifying information).
- C. *Probes*: Small metal cylinders with barbed points.
- D. *Cartridge Deployment*: Activation of the TASER by firing an air cartridge from a distance, causing probes to come in contact with a target and allowing transmission of neuro-muscular incapacitation (NMI) pulses.
- E. *Drive Stun Backup*: Activation of the TASER, with a fired cartridge or no cartridge in place, while the weapon is in direct contact with a target.

III. PROCEDURE

A. Deployment

1. Members shall carry the TASER secured in an approved holster, positioned for off-hand (non-firearm side) draw only.
2. Individual members shall not have a TASER and a firearm unholstered simultaneously.
3. Prior to deploying a TASER, members shall have reasonable suspicion that the subject is committing or has committed a crime, or is wanted for prior criminal activity, or presents a danger to themselves or others.
4. Under no circumstances shall a TASER be deployed against a subject who passively resists, does not constitute an apparent threat, or who complies with the member's instructions.

Additionally, members shall not deploy a TASER against a suspect who has committed a minor non-violent offense and who is not resisting or actively attempting to escape.

5. Prior to deploying a TASER, members shall, whenever practical:

General Order C - 3 (Redacted)

- a. Attempt to gain compliance through verbal persuasion and commands;
 - b. Warn other members present of the intended or actual deployment; and
 - c. Warn the subject of the intended deployment.
6. Members shall make every effort to deploy TASER probes against targets as specified in TASER training. Deployment against the front abdomen should target lower center mass when reasonably possible.

Members shall make every effort to direct the TASER drive stun backup against preferred target areas, including pressure points, as specified in TASER training.

Members shall not intentionally target the head, neck, face or groin.

7. Absent a weapon or an immediate threat of violence, members shall not deploy a TASER against the following:
- a. Women who are apparently pregnant;
 - b. Elderly persons;
 - c. Apparently disabled persons, except those who are a present danger to themselves or others;
 - d. Persons in close proximity to, or contaminated with, explosive substances or fumes or flammable liquids;
 - e. Persons whose location or activity presents a danger of significant collateral injury, e.g., fall from a height, proximity to a body of water, operating a moving vehicle.
8. When deploying a TASER against an apparent juvenile, members shall give due consideration to the subject's size, aggression and potential for violence and to the gravity of the offense.
9. Generally, members shall initially utilize a single deployment of no more than five (5) seconds' duration, after which they shall conduct an evaluation. Subsequent deployments may

be appropriate where the subject continues to pose a threat or continues escape attempts which cannot safely be controlled by other means. Members shall provide written justification for subsequent deployments.

10. Prolonged, continuous application of the TASER, or more than 3 cycles of 1-5 seconds' duration, may be authorized when there exists an articulable threat commensurate with a felony offense, an imminent threat to officer safety, and/or an ongoing threat to public safety.
11. Members shall, absent compelling reasons to the contrary, initiate the application of control holds and restraints during the period of the TASER's deployment.

C. Post-deployment

1. Members shall continuously monitor subjects against whom a TASER has been deployed for indications of medical distress and shall immediately request Code 3 medical assistance for subjects displaying such distress.
2. Prior to booking a subject against whom a TASER has been successfully activated, members shall obtain medical clearance from hospital personnel. Transportation may be accomplished by members or ambulance personnel, as appropriate.

D. Reporting

1. Members deploying a TASER shall:
 - a. Notify an on-duty supervisor at the earliest opportunity and document intentional TASER discharges, including the serial numbers of the TASER and of the deployed cartridge, on the Arrest and Detention Report and in any related incident report.
 - b. E-mail an after-action report to the commanders in charge of force training and of the Professional Standards Division. The report shall include, at minimum, the case report number, a synopsis of the circumstances, a download of the TASER data port and, if applicable, documentation of any perceived TASER deployment failures.

Note: The TASER operates on Greenwich Mean Time (GMT) and Pacific Standard Time (PST).

2. Data port printouts and after-action reports shall be maintained by the Professional Standards Division.

E. Probe Injuries

1. Members may remove probes from clothing. Only hospital personnel shall remove probes which have pierced the skin.
2. Whenever possible, members shall photograph visible probe impact sites and any other injuries sustained as a result of TASER use.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-4

SUBJECT: "RIPP" HOBBLE RESTRAINT

DATE: March 4, 2003 (Issued)
September 9, 2008 (Last Revision)

I. POLICY

Members shall use the "Ripp" Hobble Restraint in a manner consistent with the manufacturer's recommendation, Department training and pertinent General Orders.

Members shall not use the "RIPP" Hobble Restraint or any similar device to secure a suspect's ankles or legs to or around handcuffs in a manner which "hogties" the suspect.

II. DEFINITIONS

Asphyxia is the pathological changes which result when a person is unable to obtain sufficient oxygen through respiration. Asphyxia may occur due to various physical and/or medical causes.

Hogtie is the securing, attaching, or restraining of a subject's feet behind their back to within 12" of their hands.

TARP is the "Total Appendage Restraint Position/Procedure" wherein a handcuffed subject's feet are restrained using the "RIPP" Hobble Restraint and the clip of the hobble restraint is attached to the handcuffs.

III. PROCEDURE

A. Members utilizing the hobble restraint shall consider the following factors which increase the risk of asphyxiation after restraint, including:

1. Obesity;
2. Psychosis due to mental illness, drugs or alcohol;

General Order C – 4 (Redacted)

3. Conditions which impair breathing or contribute to arrhythmia, including heart disease, asthma, emphysema, bronchitis and chronic lung disease;
 4. Weight or pressure placed upon the subject's torso, including pressure necessarily applied to restrain the subject.
- B. Members shall utilize the hobble restraint in the following manner:
1. Hobble suspects in accordance with TARP procedures.
 2. Immediately place the hobbled suspect in an upright or seated position. If this is not possible, the suspect shall be turned on his or her side.
 3. Check the hobbled suspect's pulse rate, breathing rate, and for signs of intoxication or drug influence and any indication of medical distress.
 4. Request an ambulance and Vallejo Fire/Paramedic if there is **any** indication of medical distress. Administer first aid as appropriate.
 5. Assign one member to continuously monitor the hobbled suspect, including an on-going check for medical distress, until the hobble is removed.
 6. Transport hobbled suspects in a seated position (preferable), or face-up or on their side. Transporting members shall continuously monitor a hobbled suspect during transportation
- Members shall not transport hobbled suspects in a prone, face down position, nor permit them to assume or remain in such position.
7. Notify a supervisor at the earliest opportunity when the Hobble Restraint is used to control a suspect.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-5

SUBJECT: PATROL RIFLE PROGRAM

DATE: August 1, 2000 (Issued)
May 12, 2009 (Last Revision)

I. POLICY

- A. The Department maintains a Patrol Rifle program to [**Redacted**].
- B. The Patrol Rifle program is not intended as a general replacement for handguns and other short-range firearms. [**Redacted**]

II. PROCEDURES

- A. The Patrol Rifle program is limited to members who volunteer for the assignment, are endorsed through their chain of command, successfully complete training, maintain performance standards and demonstrate marksmanship through quarterly qualifications.
- B. Members who wish to participate in the Patrol Rifle program shall submit a memorandum to the Department Rangemaster, via their chain of command.
 - 1. Members who are approved through their chain of command and by the Rangemaster may be assigned to complete the Department's Patrol Rifle training course.
 - 2. Members who successfully complete training shall be certified by the Rangemaster and shall retain that certification contingent upon performance evaluations of "at or above standard" and successful completion of quarterly qualifications.
 - 3. Department rifles will be issued to, and retained by, certified members of the program.
 - a. Program members [**Redacted**]

General Order C - 5 (Redacted)

- b. Program members who fail to maintain certification shall be removed from the program and shall surrender assigned rifles to the Rangemaster. Members who are under investigation or subject to discipline may be removed at the discretion of the Chief of Police or Department Rangemaster.
- C. Rifles utilized in the Patrol Rifle program [**Redacted**]
1. No modifications shall be made nor accessories added to the rifle without the express prior approval of the Rangemaster.
 2. Members seeking to utilize a rifle [**Redacted**].
 3. Program members may substitute a personally-owned rifle under the following conditions:
 - a. The rifle is one of those described in Part II, C.
 - b. The member possesses the rifle in accordance with the provisions of California Penal Code Section 12280.
 - c. The rifle is inspected and approved by the Department Rangemaster.
 4. Department-issued ammunition shall be used with all rifles utilized in the Program.
 5. Department-issued rifles shall be used only for law enforcement-related functions or purposes.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-6

SUBJECT: EMERGENCY SERVICES UNIT

DATE: December 15, 1983 (Issued)
March 24, 2009 (Last Revision)

I. POLICY

- A. The California Standardized Emergency Management System (SEMS) format, incorporating the Incident Command System (ICS), shall be utilized during critical incidents. Modular components shall be added or deleted as appropriate.
- B. The Emergency Services Unit (ESU) shall be utilized **[Redacted]**.
- C. Implementation of any ESU action shall follow ESU guidelines, in accordance with the Critical Incident Organizational Package.
- D. An incident involving the ESU has priority over all non-emergency police matters.
- E. **[Redacted]**.
 - 1. **[Redacted]**.
 - 2. **[Redacted]**.
- F. The utilization of specialized equipment, including, but not limited to:
 - 1. **[Redacted]**
 - 2. **[Redacted]**
 - 3. **[Redacted]**, and,
 - 4. **[Redacted]**

is restricted to Emergency Services Unit personnel and personnel who have previously received training in the use of such

equipment, absent specific permission from the Watch Commander or a Bureau Commander.

II. DEFINITION

- A. *Emergency Services Unit* – a response unit comprised of **[Redacted]**,
- B. **[Redacted]**.
- C. **[Redacted]**.
- D. **[Redacted]**.
- E. **[Redacted]**.
- F. **[Redacted]**.
- G. **[Redacted]**.
- H. **[Redacted]**.
- I. **[Redacted]**.
- J. *Press Officer* – the member designated by the Watch or Incident Commander to liaise with media. The Press Officer is responsible for establishing a press area **[Redacted]**.

III. PROCEDURE

- A. The Department shall at all times ensure that **[Redacted]** have received ESU training **[Redacted]**.
- B. The ranking member responsible for the ESU shall ensure that a current roster of ESU personnel is maintained in the Watch Commander's Office and in the Communications Center.
- C. Upon the determination that a **[Redacted]**.
- D. Pending **[Redacted]**.
- E. The Watch Commander shall cause the notification of the Chief of Police and shall ensure that a Press Officer is designated for any ongoing incident.
- F. Upon **[Redacted]**.

G. Hostage Situation or Barricaded Suspect

1. The member or employee **[Redacted]**.
2. The **[Redacted]**:
 - a. **[Redacted]**;
 - b. **[Redacted]**;
 - c. **[Redacted]**;
 - d. **[Redacted]**.
3. Upon arrival, **[Redacted]**.
4. The Incident Commander or, in the absence of an Incident Commander, the Watch Commander or a designee, shall establish **[Redacted]**.
5. The Watch Commander or a designee **[Redacted]**:
 - a. **[Redacted]**,
 - b. **[Redacted]**, and
 - c. **[Redacted]**.**[Redacted]**.
6. The Watch Commander or a designee **[Redacted]**:
 - a. **[Redacted]**, and
 - b. **[Redacted]**.**[Redacted]**.
7. The ESU shall generally **[Redacted]**.

H. **[Redacted]**

1. Upon establishing **[Redacted]**.
2. **[Redacted]**.

3. **[Redacted]**.
 4. **[Redacted]**.
 5. In the event of a communications malfunction, **[Redacted]**.
- I. Mutual Aid
1. In the event that **[Redacted]**.
 2. The Department Incident Commander shall ascertain and disseminate the host agency's rules of engagement.
 3. In those instances where assistance is being provided to the Department by another agency, the Vallejo Incident Commander shall inform the assisting agency of Department rules of engagement.

IV. DEBRIEFING

As soon as possible after an incident, the Incident Commander and those personnel, including Communications, identified by the Incident Commander as holding critical positions shall conduct a debriefing to identify equipment and training needs, and to review tactical operations procedures.

V. AFTER-ACTION REPORT

Involved supervisors shall submit written post-incident reports to the Incident Commander at the earliest opportunity. The Incident Commander shall prepare or cause an after-action report which synthesizes the incident, lists personnel and addresses equipment and training needs. The Incident Commander shall forward the after-action report to the ESU Commander, who shall ensure that copies are provided to the Chief of Police, supervising members and ESU members.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-7
SUBJECT: CANINE PROGRAM
DATE: October 1, 1986 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

- A. The Department utilizes police canines and members trained as canine handlers to augment public safety services in the City of Vallejo.
- B. Canines in the program shall be the property of the Department, utilized only for Department purposes, absent authorization, and assigned to individual handlers for deployment, continued training and maintenance.
- C. The Program shall be supervised and managed by a Canine Coordinator designated by the Chief of Police.
- D. Department canines shall be deployed in accordance with Department policy regarding the use of force. [**Redacted**]

II. ROLES AND RESPONSIBILITIES

- A. Canine Coordinator
 - 1. The Coordinator provides overall management of the Program and staff supervision of the members who serve as canine handlers.
 - 2. Responsibilities of the Coordinator or a designee include, but are not necessarily limited to:
 - a. Selecting canines and nominating members to serve as canine handlers.

General Order C - 7 (Redacted)

- b. Arranging, scheduling, evaluating and documenting Program-related training.
- c. Budgeting, procuring and maintaining necessary equipment and supplies.
- d. Reviewing and maintaining canine deployment, utilization and program reports.
- e. Approving and scheduling canine demonstrations and other public relations activities; maintaining liaison with the community regarding the Program.

B. Canine Handler

1. Members who wish to be considered for assignment as canine handlers shall submit a written memo to the Canine Coordinator. The Coordinator shall evaluate the suitability of each applicant and submit his or her nominations to the Chief of Police.

2. [Redacted]

a. [Redacted]

b. A handler may take an assigned canine on vacation or when participating in other recreational activities.

Handlers may participate in police canine competitions, demonstrations and public-relations appearances, with the approval of the Canine Coordinator. When feasible, attendance at such events will be on-duty.

c. Each handler shall ensure that his or her canine is properly groomed and nourished. The animal shall be checked regularly by a Department-approved veterinary service.

Regularly scheduled veterinarian services not donated or funded by an individual or organization will be compensated by the Department. Medical expenses other than routine care or emergency treatment must be approved in advance by the Canine Coordinator.

- d. Handlers shall attend Program-related training and meetings and shall maintain and submit all records that may be required by the Canine Coordinator.

3. [Redacted]

- a. [Redacted]
- b. Handlers may be assigned to organizational units other than the Patrol Division, based on the needs of the Department.
- c. Service as a canine handler is in addition to, not in lieu of, regularly assigned duties.

III. TRAINING

A. Initial Training

1. Upon initial approval, evaluation of canine candidates and training of new canine teams shall be conducted by a P.O.S.T. – approved instructor, with the concurrence of the Canine Coordinator.
2. Training emphasis shall be placed on preventing the canine from biting innocent persons or being more aggressive than apparently necessary to apprehend a suspect, stop an attack or overcome resistance.
3. Upon successful completion of training, final approval of canine and handler rests with the Chief of Police.

B. In-service Training and Evaluation

1. Canines and handlers shall attend a minimum of 8 hours of in-service training each month, arranged or provided by the Canine Coordinator.
2. Each canine and handler team shall be evaluated annually by a P.O.S.T- approved examiner.
3. The Canine Coordinator and individual handlers shall provide training, as needed, to Department personnel regarding the purpose of the Program, appropriate uses of

canine teams and expected behavior when a police canine is on the scene.

IV. UTILIZATION OF CANINE TEAMS

A. General Provisions

1. [Redacted]
2. [Redacted]
3. The handler shall at all times maintain reasonable control over the canine.
4. [Redacted]
5. [Redacted]
6. If a police canine, whether on or off duty, bites a person, the handler shall render appropriate aid to the individual and shall ensure that he or she receives medical evaluation and/or treatment. The handler shall notify a Department supervisor without delay and prepare a written report the incident.

B. Field or Area Searches

1. [Redacted]
2. [Redacted]

C. Building Searches

1. [Redacted]
2. [Redacted]

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-8

SUBJECT: WEAPONS QUALIFICATION AND
RANGE USE

DATE: April 18, 1972 (Issued)
February 25, 2010 (Last Revision)

I. POLICY

- A. Firearms proficiency is an essential job function and a “core task”, as defined by the Commission on Peace Officer Standards and Training (P.O.S.T.). Inability to qualify with firearms after suitable remediation as determined by the Range Master shall be grounds for dismissal from the Department.
- B. Firearms qualification is mandatory. Members who fail to participate in qualifications without prior arrangement are subject to discipline.
- C. The Range Master, or any Force Instructor authorized to act in his or her stead, shall have complete control and authority at the range.

II. PROCEDURE

- A. Firearms Qualification
 - 1. Members and reserve officers shall qualify as required with the firearms, ammunition and leather gear they use while on duty and with any concealable firearms carried off-duty.
 - 2. Ammunition will be supplied as determined by the Range Master.
 - 3. Qualifications standards shall be determined and established by the Range Master and approved by the Chief of Police.

General Order C - 8 (Redacted)

4. The Range Master shall provide or arrange for individual remediation of a member who is unable to qualify with the duty handgun or shotgun. The Range Master shall immediately notify the member's commanding officer and the Watch Commander if qualification is not achieved after reasonable remediation efforts have been made. The Watch Commander or appropriate Bureau Commander will place the member on unarmed modified duty pending further investigation.
5. Members in assignments which require the use of rifles or other specialized firearms will be removed from those assignments if they fail to meet the quarterly qualification standards for those weapons.

B. Range Procedures

1. The Range Master, or a designated Force Instructor, shall have the authority to direct the activities of all personnel present at the facility.
2. The range is restricted to the official use of members of the Department and may be used for that purpose only when a Force Instructor is present.
3. Members who are present at the range for any purpose shall exercise caution and abide by accepted safety rules, including but not limited to:
 - a. Persons on the firing line shall wear eye and ear protection and a bullet-resistant vest. Persons elsewhere on the range shall wear appropriate protective gear.
 - b. Weapons shall be loaded, unloaded and cleaned only in areas designated by the Range Master.
 - c. After qualifications and cleaning, weapons shall be inspected by a Force Instructor.
 - d. Weapons which are not being fired shall be unloaded and holstered. Weapons which have been reloaded after cleaning shall be removed from the range.

General Order C - 8 (Redacted)

- e. On the firing line, weapons shall be pointed down range at all times and loaded only upon order of a Force Instructor.
- f. Smoking is prohibited at the range, except in an area that the Range Master may designate.
- g. Members shall report hazardous or unsafe conditions to the Range Master or a Force Instructor.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: C-9

SUBJECT: ARMS ABOARD COMMERCIAL AIRCRAFT

DATE: April 9, 1998 (Issued)
May 27, 2009 (Last Revision)

I. POLICY

- A. Members on Department business traveling armed on a commercial airline shall comply with **[Redacted]**.
- B. Authorization may be granted for the following:
[Redacted]

II. PROCEDURE

- A. Upon completing **[Redacted]**.
- B. Members shall submit a **[Redacted]**
- C. The Communications Section supervisor shall provide **[Redacted]**.
- D. The member shall proceed, **[Redacted]**.
- E. Should the member's itinerary **[Redacted]**.
- F. Members shall comply with the following regulations, **[Redacted]**.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-10

SUBJECT: MISSING PERSONS

DATE: October 1, 1990 (Issued)
May 18, 2006 (Last Revision)

I. POLICY

- A. Missing person incidents shall be reported in accordance with the provisions of the California Penal Code, notably Sections 14205 – 14210. A Missing Person Report shall be completed whenever a resident or nonresident is reported missing in Vallejo and there is no indication that he or she is the victim of a crime.
- B. Department personnel shall immediately assist any person seeking to report a missing person. Investigations pertaining to missing persons shall have priority over the investigation of property crimes.
- C. Personnel shall accept missing person reports without delay, whether received in person or by telephone, regardless of the city or jurisdiction of residence of the alleged missing person.

For purposes of follow-up investigation, however, the agency having jurisdiction of the missing person's residence shall be responsible for the case, absent evidence of foul play. Where evidence of foul play exists, responsibility for the case rests with the jurisdiction in which the foul play is believed to have occurred.

II. DEFINITIONS

- A. *Missing Person* is an adult or child whose whereabouts are unknown to the reporting person. The term includes a known or suspected runaway.

As set forth in Penal Code Section 14213, the term includes, but is not limited to, a child who has been taken, detained, concealed, enticed away, or retained by a parent in violation of Penal Code Section 277 et

General Order D -10 (Redacted)

seq., or a child who is missing voluntarily or involuntarily under circumstances which do not conform to his or her ordinary habits or behavior, or may be in need of assistance.

- B. *Involuntary Missing* includes the involuntary abduction of an adult, or of a child under circumstances other than "parental abduction", a child who has been rejected by the family, and adults or children who have left home voluntarily, but are reasonably regarded as incapable of caring for themselves.
- C. *Child*, for the purposes of this order and in accordance with Penal Code Section 14213, is any person under the age of 18.
- D. *At Risk*, as used in this order, refers to a person who apparently is missing and:
 - 1. May be the victim of a crime or foul play.
 - 2. May be in need of medical attention, or suffering from a condition which causes them to be a danger to themselves or others.
 - 3. Has no pattern of running away or disappearing.
 - 4. May be the victim of parental abduction.
 - 5. May be mentally impaired.
- E. *Dependent Adult*, as defined in Penal Code Section 368, is a person between the ages of 18 and 64 who has physical or mental limitations which restrict his or her ability to carry out normal activities to protect his or her rights, or has been admitted to a 24-hour health facility for inpatient care.

III. PROCEDURES

- A. Missing Person Complaints
 - 1. An employee to whom a missing person is initially reported shall immediately cause a member to be summoned to evaluate the complaint.
 - 2. A member who receives a missing person complaint, but who is not normally assigned to take such reports or handle such investigations, shall immediately cause an appropriate member to respond and shall stand by while awaiting that member.

3. The appropriate member, hereinafter referred to as the reporting officer, shall determine whether the circumstances appear to meet the definition of a missing person as set forth in Part II-A, above, or other conditions that suggest that the complaint is valid. Reports of missing persons shall be presumed valid, absent compelling evidence to the contrary.

When an apparently valid missing person complaint is received, the reporting officer shall immediately:

- a. Conduct a preliminary investigation to determine the circumstances of the incident.
- b. Determine whether a search is appropriate and, if so, request a supervisor to the scene. Absent compelling reasons to the contrary, an immediate search shall be initiated where the missing person is less than 10 years of age, a dependent adult, at risk, or where foul play is suspected.
- c. Complete a missing person report and any associated crime reports. Ensure that the missing person report is forwarded to the Records Section without delay, and in no case longer than four hours.
- d. For missing persons who are less than 18 years of age, a dependent adult, at risk, or where foul play is suspected;
 1. Request the Communications Section to broadcast a "Be-On-The-Lookout" (BOLO) bulletin
 2. Attempt to obtain a photograph of the missing person, from the reporting party or other sources.
- e. Where the missing person was last seen in another jurisdiction, notify the law enforcement agency or agencies having jurisdiction over the location of the person's residence or the location where he or she was last seen, and cause Records to forward copies of pertinent reports to that jurisdiction.
- f. Where the reporting officer determines that a missing juvenile may be "at risk", dental/skeletal x-rays and a recent photograph shall be obtained and the coroner notified.

Records shall submit the report and the dental/skeletal x-rays, including a signed Department of Justice Release Form, to DOJ within 24 hours.

B. Search Operations

1. A supervisor summoned to the scene of a missing person incident shall determine the status of any search efforts already undertaken and whether a more extensive search is warranted. If an extended search is appropriate, he or she shall inform the Watch Commander, who shall determine what additional resources will be assigned.
 - a. Where the Watch Commander orders an extended search, the supervisor shall establish a field command post, organize responding personnel and direct the search in accordance with the California Standardized Emergency Management System (SEMS) format, incorporating the Incident Command System (ICS).
 - b. In those instances where the utilization of outside agencies or resources may be warranted; generally, for missing juveniles less than 10 years of age, missing persons at risk, or missing persons where foul play is suspected, such agencies or resources shall be notified at the earliest opportunity.
2. In those cases involving juveniles less than 10 years age, a dependent adult, a person at risk, or where foul play suspected, a search shall be conducted on a continuous basis until the subject is located or the search is terminated by the Investigations Bureau Commander or a designee.
2. Prior to initiating a major search for a juvenile under the age of 5, members shall thoroughly search the residence where the juvenile was last seen and its immediate surroundings.
3. Family members may be utilized for a search, with one remaining at the residence to make notification .

C. Notifications

1. The reporting officer or his or her supervisor shall immediately ensure that the Watch Commander is notified when the incident appears to involve any of the following:
 - a. A missing juvenile who is under 16 years of age.

- b. A missing person, of any age, at risk or where foul play is suspected.

Upon receipt of such notification, the Watch Commander shall determine whether additional Department personnel will be notified. Absent reasons to the contrary, notification shall be made to the Detective Division Commander if foul play is suspected, or if the missing person is at risk or is a juvenile under 10 years of age.

- 2. The reporting officer shall generate a flyer, utilizing the "Critical Reach " software system, for missing persons under the age of 16, or of any age who are at risk, dependent or involuntary missing, as defined herein.
- 3. Records Section personnel shall:
 - a. Immediately forward any missing person BOLO bulletin requested by a reporting officer, a supervisor or the Watch Commander.
 - b. Notify the California Department of Justice (and, thereby, the National Crime Information Center (NCIC)) via CLETS without delay, and in any case within four hours, if the reported missing person is under 16 years of age or is missing under suspicious circumstances or believed to be at risk. Note the File Control Number (FCN) on the Missing Persons Report.
 - c. Where a missing juvenile may be "at risk", Records shall submit the report and the dental/skeletal x-rays, including a signed Department of Justice Release Form, to DOJ within 24 hours.
 - d. If the conditions set forth in Part III-A-3e, above, are applicable, forward within 24 hours a copy of the missing person report to the relevant outside law enforcement agency.
 - e. Notify the California Department of Justice (and, thereby, the NCIC) via CLETS when a report reflecting that a missing person has been located is received. In accordance with Penal Code Section 14207, the notification shall be made within 24 hours if the found person is less than 12 years of age or was at risk.

General Order D -10 (Redacted)

- f. Where reports indicate missing persons are not located, make an entry into NCIC and forward a copy of the report to the Detective Division.

D. Dental/Skeletal X-rays

1. Missing Juveniles

- a. The reporting officer shall provide a copy of the "Authorization to Release Dental/Skeletal X-rays /Photographs" form SS 8567 to the reporting party.
- b. Where a juvenile is still missing after 30 days, the reporting party is required to obtain the juvenile's dental records and provide them, within 10 days, to the Department.
- c. Where a juvenile is still missing after 45 days, the assigned detective shall confer with the coroner and shall send the MP report, dental/skeletal X-rays, and a photograph, with a signed Release Form SS 8567, to the Department of Justice.
- d. The Department may execute a written declaration authorizing the release of dental/skeletal X-rays if the missing juvenile has no next-of-kin, or if none can be located, and may execute a written declaration if parents or next-of-kin refuse to cooperate in obtaining a release for dental/skeletal X-rays.

2. Missing Adults

- a. Where an adult is still missing after 30 days, the Department member or employee responsible for following up on such cases shall request a Release Form and a photograph from the reporting party.
- b. Where an adult is still missing after 45 days, the designated member or employee shall confer with the coroner and shall send the MP report, dental/skeletal X-rays, and a photograph, with a signed Release Form SS 8567, to DOJ.
- c. If the reporting party fails to submit the Release Form within 10 days of a request, the Department may execute a written declaration authorizing the release of dental records.

E. DNA

1. Within thirty (30) days after the initial report of an “at-risk” missing person, who has not been located, the assigned detective or designated member or employee shall inform the parents or other appropriate relatives that they may provide a voluntary sample for DNA testing or that a DNA sample may be collected from, if available, a personal article belonging to the missing person.
2. Samples shall be collected by Department personnel, utilizing a Department of Justice (DOJ) missing persons DNA specimen collection kit or equivalent, in accordance with DOJ procedures, and documented in a supplemental report.
3. After thirty (30) days has elapsed from the date the missing person report was filed, the assigned detective or designated member or employee shall send the sample, with a copy of the missing persons report, to the Department of Justice for DNA testing and inclusion in the DNA database. Prior to submitting a sample, the assigned detective or designated member or employee shall re-verify the status of the missing person.
4. The assigned detective or designated member or employee shall prepare a supplemental report documenting the submission of a DNA sample.

F. Follow-Up

The assigned detective or designated member or employee shall ensure that appropriate notifications are made regarding missing persons who are found or located.

SUMMARY OF DEPARTMENTAL RESPONSIBILITIES

	Persons at Risk	Persons Under 18	Other M P
1. Immediately accept report and record information, including telephone information. (Communications, Members/Employees, Records)	X	X	X
2. Assign priority to missing person reports over property crimes. (Communications)	X	X	X
3. Immediately broadcast a " Be On The Look Out " bulletin. (Note: designated officer confirms with Dispatch that a BOL was sent and noted in MP report.) Compliance confirmed by Watch Commander.	X	X	
4. Notify DOJ via CLETS within four hours. (Teletype sent to MP Unit with following information - MP name, gender, physical, age, race and reason why missing.) {Attach TT to report} Compliance confirmed by Watch Commander.	X	X	
5. Within 24 hours notify agencies with jurisdictions over MP's residence and last place seen, if different from VPD. Notify agencies by TT, attach TT to MP report. (Records) Compliance confirmed by Watch Commander.	X	X	
5a. Forward copies to CP/YB (Crime Prevention/ Youth Service Bureau) . Designated officer send copies of MP report to the agencies.			
6. As soon as possible. See step #5 above.			X
7. If person at risk is a juvenile, immediately obtain dental/skeletal x-rays (if any) and photo. (Designated officer provides release form * SS8567 to Reporting Party.) *NOTE in MP report - follow up, confer with coroner, send x-rays, photos and report to DOJ within 24 hours of conferring with coroner.	X		
8. If juvenile under 16 has been missing 14 days same as step #7 above.		X	
9. Designated Officer follow up - If MP is missing for 30 days, obtain dental/skeletal x-rays, if any. If MP is at risk and missing for 30 days, offer voluntary DNA sample and forward to DOJ. If MP is still missing after 45 days confer with coroner and send x-rays, photos and report to DOJ. Document.	X		X
10. When MP is found, TT DOJ within 24 hours. {Records removes from NCIC} Attach TT to report. Forward copy of supplement to Detective Division to verify compliance.	X	X	X
11. When MP is found, Records removes from NCIC , attached to TT to supplement, forward copies to Designated Member or Employee. Notify DOJ by TT as soon as possible.			X

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-11

SUBJECT: CODE 666

DATE: August 28, 1973 (Issued)
September 25, 2008 (Last Revision)

I. POLICY

- A. The Vallejo Police Department participates in Solano County Code 666 and Be On the Lookout (BOLO) broadcast procedures.
- B. The Vallejo Watch Commander may [**Redacted**] In such cases, the Watch Commander shall immediately notify, or cause notification of, Solano County.

II. PROCEDURE

- A. Broadcasts shall be made based on the following criteria:
 - 1. CODE 666: [**Redacted**]
 - 2. Be On the Look Out (BOLO): [**Redacted**]
- B. Code 666 broadcasts shall include [**Redacted**].
- C. Code 666 broadcasts may be made with [**Redacted**].
- D. When Solano County informs Vallejo Communications that an agency within the county has initiated a Code 666, Communications shall immediately:
 - 1. Activate the alert tone and broadcast the Code 666.
 - 2. Assign units to the positions designated for Vallejo.
 - 3. Confirm that the Watch Commander, Communications supervisor, and sergeant(s) have copied the broadcast.
 - 4. Notify the Watch Commander if [**Redacted**].

5. Notify Solano County when **[Redacted]**.
 6. **[Redacted]**.
- E. When a Department member determines that there is sufficient cause to activate a Code 666, he or she shall notify Communications, who shall confirm the request with the Watch Commander or patrol supervisor.
1. Upon confirmation, Communications shall immediately **[Redacted]**.
 - a. If Communications is unable to obtain confirmation, the Communications supervisor may authorize a Code 666. The Communications supervisor shall inform the Watch Commander at the earliest opportunity.
 - b. **[Redacted]**.
 2. Communications shall **[Redacted]**.
 3. Members **[Redacted]**.
 4. At the time of cancellation, Communications shall **[Redacted]**.
- F. Suspect Apprehension
1. The originating agency generally **[Redacted]**.
 3. Where Vallejo is the **[Redacted]**.
 4. In cases of member-involved death or serious injury, venue shall be established in accordance with the Officer Involved Fatal Incident Protocol.
- G. Cancellation
1. The originating agency is responsible for **[Redacted]**.
 2. The originating agency supervisor is responsible for **[Redacted]**.

General Order D – 11 (Redacted)

III. LOCATIONS

<u>Agency</u>	<u>Position #</u>	<u>Location</u>
Benicia P.D.	1	I-680 @ Lake Herman
	2	I-680 @ Hwy 780
	3	Columbus Parkway/Benicia Road
Vallejo P.D.	4	I-80 @ Carquinez Bridge
	5	I-80 @ American Canyon
	6	Columbus Parkway @ Lake Herman
	7	Hwy 37 @ Wilson Way
	8	Hwy 29 @ American Canyon
Fairfield P.D.	9	I-80 @ N. Texas
	10	I-80 @ W. Texas
	11	Peabody @ Cement Hill
	12	I-80 @ Airbase Pkwy.
	13	I-80 @ Travis Blvd
	14	Hwy 12 @ Beck
Suisun City P.D.	15	Hwy 12 @ Walters
	16	Hwy 12 @ Pennsylvania Ave.
Rio Vista P.D.	17	Hwy 12 @ Rio Vista Bridge
Solano S/O	18	I-80 @ Hwy 780
	19	Suisun Valley @ Lambert Rd.
	20	Pleasant Valley @ Cantelow
	21	I-505 @ Allendale Rd.
CHP	22	I-80 @ Jamison Canyon
	23	I-80 @ American Canyon
	24	I-80 @ Leisure Town Dr.
	25	I-80 @ Pedrick
	26	I-80 @ Hwy 680
Vacaville P.D.	27	I-80 @ I-505
	28	I-80 @ Lagoon Valley
	29	Peabody @ Foxboro
	30	Fry @ Leisure Town
Dixon P.D.	31	SR 113 South @ Midway Road
	32	I-80 @ Dixon Ave
	33	I-80 @ SR-113 South
	34	I-80 @ Pitt School Rd
	35	Pitt School Rd @ Porter Rd

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-12

SUBJECT: SCENE CONTROL

DATE: October 1, 1986 (Issued)
December 28, 2004 (Last Revision)

I. POLICY

Personnel shall secure and regulate scenes of police incidents in a manner which facilitates investigation, identification of witnesses, and the preservation of evidence.

II. PROCEDURE

A. Command

1. The ranking member at the scene of any police incident is responsible for the command and direction of personnel and the efficient accomplishment of law enforcement tasks, unless he or she specifically delegates such responsibility.
2. At traffic collision scenes, when two or more members the same rank are present and one of these is assigned to the Traffic Division, that member shall assume command.
3. At other than traffic collision scenes, when two or more members of the same rank are present and one of these is assigned to the Detective Division, that member shall assume command.

B. Responsibility

1. Pending the arrival of the primary assigned member, the first member at a scene shall:
 - a. Summon medical assistance and administer first aid as needed
 - b. Arrest violator(s)

General Order D – 12 (Redacted)

- c. Provide direction to responding members
 - d. Secure the scene and protect evidence
 - e. Request additional resources as needed.
2. Upon arrival, the primary assigned member shall assume the foregoing responsibilities and the following:
- a. Identify witnesses and secure statements
 - b. Locate, preserve and collect evidence
 - c. Document such other information as will aid in the investigation.

C. Relief

Unless otherwise directed by a supervisor, the primary assigned member shall, upon completion of the preliminary investigation, stand relieved.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-13

SUBJECT: DISHONORED DOCUMENTS

DATE: July 15, 1992 (Issued)
May 2, 2005 (Last Revision)

I. POLICY

The Department conducts investigations of forged documents and refers reports of worthless documents to the Solano County District Attorney's Bad Check Program.

II. DEFINITIONS

Forged documents - dishonored documents returned to an individual or financial institution with a notation of "lost or stolen", or involving false signatures, or transactions involving the use of stolen credit cards or use of false ID (refer PC 470, 475, 475a, 484f2).

Worthless documents – dishonored documents returned to an individual or financial institution with a notation of "in-sufficient funds", "account closed", or "refer to maker".

III. PROCEDURE

A. Communications

1. The call-taker shall determine whether a suspect is present, or has just left, or whether the document has been returned by a bank.
2. Communications shall only dispatch members to cases where a suspect is present, or has just left, or of forged documents.
3. Call-takers shall direct parties reporting documents returned marked "insufficient funds", "account closed" or "refer to

maker" to the District Attorney's Bad Check Program. A check for any amount may be referred.

- 4 To be accepted by the Bad Check Program, the check must:
 - a. Show payee, date, amount and signature of presenter
 - b. Be printed with the name and address of the account owner
 - c. Show basic identifying information (driver's license number, date of birth) recorded by the check acceptor, who must have initialed the check as the person accepting.
 - d. Not be pre- or post-dated
 - e. Be written in Solano County or delivered to an address in Solano County and be drawn on a bank doing business in California
 - f. Be less than 60 days old

B. Members

- 1 Members shall attempt to interview suspects, or shall contact an investigator, if available, to interview suspects, in cases of forgery, possession of stolen checks or credit cards, or similar.
- 2 Members may book, or release on a citation, suspects who have presented a worthless document to a victim who has prior worthless documents from the same suspect.
- 3 Members shall release pursuant to 849(b) PC and, if appropriate, request a warrant for suspects who have presented a worthless document where the victim has no prior worthless documents from the same suspect.
- 4 In either case (2.) or (3.) above, members shall bring suspects to the Department for LiveScan and positive confirmation of identity prior to release.
5. Members shall handle questioned documents in a manner which preserves existing or potential evidence. Members shall copy both sides of the document(s) and book the original document(s) into evidence, routing the incident report and copies to the Detective Division.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-14

SUBJECT: SEXUAL ASSAULT INVESTIGATION

DATE: May 23, 2006 (Issued)
June 2, 2009 (Last Revision)

I. POLICY

Members shall make every effort to identify, locate and arrest those persons reasonably believed to have committed a sexual assault or other sex crime, while demonstrating sensitivity to the victim's emotional and physical trauma.

II. DEFINITION

Sexual assault, for purposes of this order, includes but is not limited to the following acts:

Rape
Penetration with a foreign object
Sodomy
Lewd and lascivious act with children
Child Annoying
Forced oral copulation
Incest
Sexual Battery
Unlawful Sexual Intercourse
Indecent Exposure

III. PROCEDURE

A. Initial Investigation

1. Members initially assigned to a sexual assault shall ensure that appropriate medical care has been provided to the victim. Members shall then conduct a preliminary, limited interview of the victim to accomplish the following:

- a. **[Redacted]**

When appropriate, members shall initiate a broadcast of this information.

2. **[Redacted]**

Members shall arrange scheduling for such subsequent interviews through Investigations.

3. Members shall complete a non-disclosure form, and provide the victim with a Sexual Assault pamphlet and any necessary explanation.

B. Medical Examination - Victim

1. The investigating member shall explain that the purpose for collecting a sexual assault evidence kit is to corroborate the assault and aid in identifying the perpetrator. Victims of sexual assaults are entitled by law to free examinations if the purpose of the examination is to gather evidence for possible prosecution.

2. **[Redacted]**

3. When a victim gives consent for a medical examination, the investigating member shall proceed as follows:

a. Sexual Assault Response Team (SART)

The member shall:

- i. Request that Communications notify a Sexual Assault Nurse Examiner (SANE) and Safequest Solano.
- ii. Accompany the victim to the medical facility, and stand by with the victim until SART/Safequest personnel arrive.
- iii. Ensure, with due regard for the dignity of the victim, that the chain of custody is maintained. Take custody of all evidence collected.
- iv. Sign, if requested, the payment authorization form.

General Order D - 14 (Redacted)

- b. Examination of Adults: Members shall document in the crime report that the victim consented and the date, time and identification of medical personnel conducting the examination.
- c. Examination of Juveniles: In cases involving a victim under the age of 18 years, the investigating member shall:

[Redacted]

C. Medical Examination - Suspect

The member shall:

- 1. Request that Communications notify a Sexual Assault Nurse Examiner (SANE).
- 2. Accompany the suspect to the medical facility, and stand by while the nurse examiner collects evidence.
- 3. Take custody of all evidence collected.
- 4. Sign, if requested, a payment authorization form.

D. Suspect Notification

In accordance with 11169(b) PC, members investigating a child abuse case shall provide the suspect with written notice that their name is being submitted to the California Department of Justice, Child Abuse Index whenever the member determines that the allegations are "not unfounded".

- 1. The form documenting such notification can be found on the VPD Intranet under "Forms", "Notice of Report to the Child Abuse Index". Members shall complete the form, attach a copy to the case, and provide a copy to the suspect, or, if the suspect is unavailable, mail a copy of the form to the suspect's last known address.
- 2. Upon completing the Child Abuse Summary Report, members shall check the box indicating that the suspect has been given written notice and shall include the date.

E. Evidence

General Order D - 14 (Redacted)

In addition to those items of evidence normally collected at crime scenes, members shall collect and book the following items, as applicable:

[Redacted]

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D - 15

SUBJECT: FAIRGROUNDS JURISDICTION

DATE: February 5, 2007 (Issued)

I. POLICY

The Department holds concurrent jurisdiction, with the Solano County Sheriff's Office, over the Solano County Fairgrounds located within the City of Vallejo.

II. PROCEDURE

Reports of criminal activity at the Solano County Fairgrounds shall be handled in the following manner:

A. Felonies

Department members shall respond to and investigate all felony offenses, including those offenses which take place during the Solano County Fair or during special events held on Fairgrounds property.

In the event of a felony occurrence during the Fair or a special event, Sheriff's Office personnel will take that action necessary to protect life and property, immediately notify the Department, and transition responsibility to Department personnel upon their arrival.

B. Misdemeanors

The Sheriff's Office will respond to and investigate misdemeanor criminal offenses occurring on Fairgrounds property during the period of time that the Sheriff's Office is providing contracted public safety services for the Solano County Fair and for special events. The Sheriff's Office will provide the Department a courtesy copy of misdemeanor criminal reports taken.

Department members shall respond to and investigate misdemeanor criminal offenses occurring on Fairgrounds property

General Order D-15 (Redacted)

during those periods of time the Sheriff's Office is not providing contracted public safety services.

- C. Where Department personnel are unavailable, the Sheriff's Office will, if requested and available, take a courtesy report.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-16

SUBJECT: EVENT MANAGEMENT

DATE: February 6, 2007 (Issued)

I. POLICY

- A. The Department monitors and oversees public events and private events in public venues to keep the peace and to protect life and property.
- B. The Traffic Division Commander is generally designated as the Event Commander for the Department. Where an Incident Commander has been designated, he or she shall coordinate with the Event Commander.
- C. Details of Department plans and preparation for events shall be disclosed only as necessary to ensure the success of the operation.

II. PROCEDURE

A. Event Commander

The Event Commander is responsible for the following:

- 1. Development and analysis of intelligence regarding pending events, including information from internal and external sources.
- 2. Review of permit requests and issuance of permits. Determination of the necessity for and extent of Department oversight or participation. Conference with event sponsors and group leaders to exchange information and to explain Department requirements and participation.
- 3. Development, if appropriate, of an operations plan addressing assignments, traffic and crowd management, communications, tactics, documentation, training and alternative scenarios. Coordination with affected bureaus, divisions, and units.

General Order D-16 (Redacted)

4. Inspection of venue prior to event, as appropriate. Identification of strategic locations.
5. Ensuring the availability and deployment of required equipment and supplies.
6. Establishment of protocols and procedures for the processing of arrestees and evidence.
7. Conducting or delegating, and documenting, briefings and debriefings.

B. Operations Plan

1. Operations plans requiring overtime or the redeployment of personnel from regular assignments must be approved by the appropriate Division Commander(s)
2. Operations plans for large crowd events shall address the following factors, as appropriate:
 - a. Type and location of event.
 - b. Intelligence regarding event organizers, including past law enforcement contacts.
 - c. Permit requirements.
 - d. Optimal sites for command post, staging areas (including media staging), arrestee processing, ingress and egress points.
 - e. Coordination with event organizers.
 - f. Anticipated presence of alcohol or other substances.
 - g. Anticipated presence of or opposition by outsiders.
 - h. Scheduling, assignment and deployment of personnel.
 - i. Resource procurement and allocation.
 - k. Formulation and communication of enforcement policies to affected personnel.

General Order D-16 (Redacted)

- I. Notifications to Communications Section, paramedics, Fire Department, Mutual Aid.

C. Incident Commander

The Incident Commander is responsible for the following:

1. Overall coordination of the event, crowd management and crowd control.
2. Monitoring event participant activities to determine lawfulness.
3. Authorizing, evaluating and monitoring enforcement efforts.
4. Determining the necessity for additional personnel and resources.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D -17

SUBJECT: CIVIL PROCESS

DATE: June 6, 2007 (Issued)

I. POLICY

- A. Members serve and enforce civil process in accordance with statutory requirements, including, but not limited to, Sections 166(a)(4), 273.6, and 278 of the California Penal Code, and Section 527.6 of the California Code of Civil Procedure.
- B. Absent extenuating circumstances, members shall not respond to requests for civil standby. Members already at the scene of a disturbance or criminal complaint may remain briefly to keep the peace while limited personal items are removed.
- C. Personnel receiving requests for civil standby may provide information regarding alternatives to Department response, but in no case shall they provide recommendations, advice or assurances.

II. DEFINITION

- A. *Civil process* is herein defined as an order of the Court, other than a warrant, commanding or forbidding action by a named individual. Such orders include, but are not limited to: protective orders, restraining orders, custody and visitation orders and stay-away orders.
- B. *Civil standby* is police presence to maintain the peace in the absence of criminal conduct.

III. PROCEDURE

- A. Emergency Protective Orders (EPO's)

General Order D-17 (Redacted)

Emergency Protective Orders shall be served, enforced and documented in accordance with General Order D - 4, "Domestic Violence", and the terms of the order.

B. Other Civil Process

1. Members who verbally serve restrained persons shall complete, in addition to the documentation required pursuant to General Order D-4, "Domestic Violence", form CH-130 Proof of Personal Service (Civil Harassment) or form DV-200 Proof of Service (In Person) (CLETS), as appropriate.
2. Next to the box marked "Other", members shall write in "verbal notice".
3. Members shall forward CH-130 and DV-200 forms to the Court Liaison Unit.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D - 18

SUBJECT: CROWD PROCEDURES

DATE: January 16, 2007 (Issued)

I. POLICY

- A. The Department upholds the constitutional rights of freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the First Amendment of the United States Constitution and Article I, Sections 2 and 3, of the California Constitution.
- B. The Department utilizes crowd control and crowd management to protect life and property, and to maintain public order. Members are expected to take appropriate action to direct crowd and vehicular movement, enforce ordinances and statutes and maintain the safety of the public, law enforcement personnel, and emergency personnel.
- C. Members shall utilize the Incident Command System for crowd management and acts of civil disobedience.
- D. Members shall utilize Mobile Field Force procedures for crowd control.
- E. Members shall seek to minimize the impact of enforcement efforts on uninvolved individuals adjacent to individual suspects in a crowd.
- F. Members shall not disperse a lawful public assembly absent illegal activity by participants or a clear danger of imminent violence. In the event of a declared unlawful assembly where non-violent demonstrators, as a form of organized protest, fail to disperse and voluntarily submit to arrest, members shall effect such arrests in accordance with Department training specific to such occurrences.
- G. Members actively engaged in crowd control or crowd management shall be attired in accordance with General Order H-8, Uniforms, Equipment and Appearance Standards, shall conduct them in a professional and impartial manner, and shall avoid responding to verbal provocation not amounting to a violation of law.

II. DEFINITIONS

For purposes of this order, the following definitions pertain:

- A. *Civil disobedience* is deliberate, open, and peaceful violation of specific laws or refusal to obey government demands or commands, characterized by the use of passive resistance or other nonviolent means, and non-resistance to consequent arrest and punishment.
- B. *Crowd control* consists of techniques, including, but not limited to, a concentration of members, crowd containment, dispersal tactics, and arrest procedures, intended to address unlawful public assemblies.
- C. *Crowd management* consists of techniques, including, but not limited to, coordination with event planners and principals, permit evaluation, event monitoring, and event critiques, used to manage lawful public assemblies in order to maintain the assembly's lawful status. The Mounted Unit may be used for crowd management during festivals, concerts and fairs.
- D. *Demonstration* is a public display of opinion and includes, but is not limited to, marches, rallies, protests, student walk-outs, assemblies, and sit-ins.
- E. *First Amendment activities* include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others. Common First Amendment activities include, but are not limited to, speeches, demonstrations, marches, protests, rallies, vigils, picketing, distribution of literature, displaying banners or signs, street theater, and other artistic forms of expression.
- F. *Lawful public assemblies* include, but are not limited to, First Amendment activities, sporting events, festivals, concerts, and celebratory crowds.
- G. *Passive resistance* is a failure to comply with orders or directives, while offering no direct or indirect physical resistance. Passive resistance does not include such actions as locking arms, the use of "lock boxes" into which linked hands are inserted, stiffening the body or pulling away.
- H. *Unlawful assembly* is defined by Penal Code Section 407. "Whenever two or more persons assemble together to do an unlawful act, or do a lawful act in a violent, boisterous, or tumultuous manner, such assembly is an unlawful assembly."

Additionally, Penal Code Section 409 states: "Every person remaining present at the place of any riot, rout, or unlawful assembly, after the same has been lawfully warned to disperse, except public officers and persons assisting them in attempting to disperse the same, is guilty of a misdemeanor." The courts have interpreted this section to apply to unlawful assemblies "which are violent or which pose a clear and present danger of imminent violence."

III. PROCEDURE

A. General

Incidents and events may be lawful public assemblies, acts of civil disobedience, or unlawful assemblies, and may be spontaneous or planned. To the extent possible, the same policies apply to a spontaneous event as to a planned event.

B. Lawful Public Assemblies and Acts of Civil Disobedience

1. Organization

- a. Personnel receiving information regarding a lawful public assembly or incident of civil disobedience shall inform the Watch Commander and the Operations Bureau Commander, who shall designate an Incident Commander. In the absence of the Operations Bureau Commander, the Watch Commander shall activate the Incident Command System and assume the responsibilities of the Incident Commander until relieved.
- b. The Incident Commander shall make every effort to establish communication and cooperation with the planners and/or principals of an event and shall designate a member to act as a liaison for the duration of the Department's involvement in the event. The liaison shall provide event principals with permit information, as appropriate, and shall remain available, whether or not event principals choose to communicate or enforcement action becomes necessary.

2. Deployment

- a. Organized demonstrations in which participants engage in coordinated, nonviolent civil disobedience shall be distinguished, to the extent possible, from crowds in which individuals commit other types of unlawful acts.

- b. Decisions regarding crowd containment, redirection or dispersal, arrests and planned use of force shall be made by the Incident Commander, or by the Chief of Police or command staff in consultation with the Incident Commander, and shall be documented.

Nothing in this order precludes members from defending themselves or others where a delay would increase the risk of injury.

- c. When possible, members shall be stationed in advance of participants' arrival, positioned at a reasonable distance to avoid the perception of intimidation. Additional resources shall be staged, to the extent possible, away from public view.
- d. Members engaged in crowd management of lawful public assemblies and acts of civil disobedience shall not display weapons before a dispersal order is given or an enforcement action initiated.
- e. Where an event temporarily traverses public streets, members shall provide appropriate traffic control, time and workload permitting. Where on-going traffic disruption occurs or is anticipated, the Incident Commander shall weigh the level of disruption against the facilitation of First Amendment activity, the practicality of relegating the crowd to sidewalks or an alternate route, the expected duration of the disruption, and the disruption anticipated in making mass arrests, should demonstrators refuse to leave the street.

C. Unlawful Assembly

1. General

Prior violent or unlawful acts by participants, or the mere failure to obtain a permit, are not sufficient cause to declare an unlawful assembly. Present criminal activity or a clear danger of imminent violence is required.

2. Voluntary Dispersal Order

- a. In the absence of violence or property damage, where unlawful assembly is the only violation, members shall first inform persons in the crowd of the need to voluntarily disperse and that, if they do not disperse, they will

subject to arrest.

1. Such announcements shall be made and repeated in a manner clearly audible to all participants. Where a crowd leader can be identified, their assistance shall be solicited.
 2. If appropriate, announcements shall designate egress or escape routes. A minimum of two routes is preferred.
- b. Members shall allow a reasonable time for participants to comply before declaring an unlawful assembly and initiating dispersal action.
3. Unlawful Assembly Declaration
- a. Unlawful assembly declarations shall be made where participants have failed to disperse after a voluntary dispersal order, or where other unlawful acts are occurring, or where the assembly is violent or poses a clear danger of imminent violence.
 - b. Declarations shall be given only after sufficient members are in position to direct crowd movement.
 - c. The Incident Commander or a designee or the ranking member shall make and repeat the declaration in English and, as needed, in other languages, in a manner clearly audible to all participants. Where a crowd leader can be identified, their cooperation and assistance shall be solicited.
 - d. Members shall make the following declaration:

"This is (rank/name), of the Vallejo Police Department. In the name of the people of the State of California, I declare this to be an unlawful assembly and command you to leave. You have ____ minutes to leave the area.

If you remain in the area after ____ minutes, you will be in violation of Section 409 of the Penal Code and will be subject to arrest or other enforcement action."

("The following exit routes are available _____.")
 - e. Members shall allow a reasonable period of time for participants to comply with a declaration.

- f. Members shall document the location, time and circumstances of declarations.

D. Crowd Dispersal

1. General

- a. Crowd dispersal techniques shall be utilized in accordance with Department policy and training regarding the use of force, Mobile Field Force and crowd procedures.
- b. Responsibility for decisions regarding what, if any, control or dispersal action shall be taken rests with the Incident Commander, who shall make reasonable provision for the safety of uninvolved bystanders.
- c. Absent exigent circumstances, dispersal techniques shall be initiated only after attempts have been made through the Department liaison and event leaders to negotiate a resolution which halts unlawful activity and permits First Amendment activity to continue.
- d. Demonstrators who utilize passive or other organized resistance techniques as described herein shall be arrested and not subjected to dispersal techniques.
- e. Members shall continue efforts to obtain voluntary dispersal through announcements and negotiation after dispersal techniques have been initiated.
- f. Members shall not enter nor be deployed into a hostile crowd solely for the purpose of negotiation or communication.
- g. When determining a location or direction in which crowd participants are to be dispersed, members shall give due consideration to safety.
- h. Where a crowd is dispersing, the Incident Commander shall suspend dispersal techniques and permit voluntary dispersal.
- i. Where a crowd which has been dispersed pursuant to a declaration of unlawful assembly re-assembles at a different location and the participants engage solely in

lawful First Amendment activity, such crowd may only be dispersed where it can be determined that it is an unlawful assembly.

2. Procedure

Permissible tactics to disperse or control a crowd which fails to comply with a dispersal order include, but are not limited to, the following:

a. Law enforcement presence

When sufficient members are available to effect dispersal, members shall be assembled in accordance with Mobile Field Force procedures at a location outside the view of the crowd. Formations may then be moved to an area within the crowd's view. Absent present or imminent violence, such display shall be made before more forceful actions are taken.

b. Formations and Use of Batons

1. Where a crowd refuses to disperse after a dispersal order and display of law enforcement presence, squad or platoon formations may be utilized. Batons may be visibly displayed during such formations.

2. When reasonably necessary for protection or to disperse a crowd pursuant to this policy, batons may be used in accordance with Mobile Field Force training.

Baton jabs [**Redacted**]

c. Pyrotechnic or Chemical Agent Devices

1. The decision to use pyrotechnic or chemical agent devices as a crowd control tactic rests with the Incident Commander or a designee, where a determination has been made that other techniques have failed or will not accomplish the police purpose, and weighing the inherent danger of such use against the presence of or potential for violence.

2. Members shall use pyrotechnic or chemical agent devices in accordance with the manufacturer's recommendations and Department training, and shall use the minimum amount necessary to obtain compliance.

3. Where the use of pyrotechnic or chemical agent devices is anticipated, members shall have medical personnel on site and shall make provision for the decontamination or treatment of affected persons.

4. Members shall give audible warning of the imminent use of pyrotechnic or chemical agent devices and shall allow reasonable time for the crowd to disperse.

5. Department-issued aerosol hand-held chemical agents may only be used against specific individuals, in accordance with Department policy.

3. Other Force Options

Absent express authorization by the Chief of Police or Incident Commander, the following force options are limited to those crowd situations in which violence is occurring, and confined, in all cases, to individual offenders.

- a. Tasers
- b. Less-lethal weapons and munitions
- c. Canines
- d. Mounted Unit
- e. Directed water spray

E. Arrests

1. General

- a. Individuals may not be arrested solely for their association with a crowd in which unlawful activity has occurred. Probable cause is required for each individual arrest.
- b. The basis for a multiple simultaneous arrest of individuals at a demonstration is failure to disperse (PC §409), where the dispersal has been properly ordered, based on the existence of an unlawful assembly, and adequate notice and opportunity to disperse has been given.
- c. Absent exigent circumstances, members shall consult a supervisor prior to arresting demonstrators who are

elderly, very young, or apparently disabled.

2. Multiple Simultaneous Arrests

- a. The Incident Commander shall make the determination regarding whether selective individual arrests or multiple simultaneous arrests shall be effected, with consideration given to the following:
 1. The seriousness of the offense(s) in relation to the potential for an arrest to escalate violence or unlawful activity by crowd members.
 2. Whether sufficient members are present to effect arrests.
 3. Whether clear and secure egress routes have been established for the crowd and members.
 4. The availability of resources to transport and process multiple arrestees.
 5. Whether a contingency plan has been established in the event initial law enforcement efforts are ineffective.
- b. Where multiple arrests are necessary, the Incident Commander shall ensure that evidentiary items which corroborate unlawful acts observed by members are recovered and preserved.

3. Civil Disobedience Arrests

- a. Acts of "civil disobedience" may include sitting down or otherwise blocking streets, intersections, sidewalks, or entranceways or by occupying a targeted building or office.
- b. Member shall inform such demonstrators that they will be subject to arrest if they choose to remain. When practical, member shall attempt to persuade demonstrators committing civil disobedience to comply, in lieu of forcible removal.
- c. Members shall allow a reasonable period of time for demonstrators to cease unlawful activity, and shall then arrest those who deliberately remain in violation of the law.

4. Passive Resistance Demonstrators

- a. Absent exigent circumstances or the authorization of a supervisor, the use of force, including pain compliance holds, greater than that necessary to merely handcuff and relocate passive resistors (arrestees who offer no physical resistance beyond becoming limp) is prohibited.
- b. Absent exigent circumstances, members shall arrest passively-resisting demonstrators in the following manner:
 1. Arrange for video documentation, if available.
 2. Inform the individual that they are under arrest, and of the charge(s) against them.
 3. Handcuff the individual.
 4. Ask the individual to stand. Explain that lifting, carrying, the use of dollies, gurneys or stretchers may be employed if he/she refuses, with possible resultant discomfort or injury.
 5. Allow sufficient time for the individual to comply before initiating physical removal.
- c. Supervisors authorizing a use of force against passive resistance shall document their decision and the circumstances thereof.

5. Other Resistance

Where demonstrators use means other than passive resistance to delay the arrest process, including, but not limited to, locking arms, the use of "lock boxes" into which linked hands are inserted, stiffening the body or pulling away, members shall effect arrests in the following manner:

- a. Arrange for video documentation, if available.
- b. Inform the individual that they are under arrest, and of the charge(s) against them.
- c. Ask the individual to cooperate. Explain that if they refuse, necessary force will be used to disengage arms, lock boxes, or implements and to overcome resistance,

with possible resultant discomfort or injury.

- d. Allow sufficient time for the individual to comply before initiating physical removal.
- e. Handcuff the individual.

E. Booking Procedures

1. Where multiple arrests are anticipated and it is impractical for arrestees to be cited and released at the scene, the Incident Commander shall pre-arrange transportation to the main station or an alternative location for the cite-and-release process.
2. Members shall write or mark their badge number on flex-cuffs. Where multiple arrests are effected, members shall also number flex-cuffs and make corresponding note of the identity of and charges against each arrestee.
3. In order to book misdemeanor demonstrators, there must exist an articulable, objective basis to believe that, if cited out, individual demonstrators would continue the same illegal activity for which they were arrested.
4. Members shall not book demonstrators into jail on the sole basis of a felony consisting of conspiracy to commit a non-violent misdemeanor.

IV. Documentation

A. Department

1. The videotaping or photographing by Department personnel of lawful First Amendment activities shall take place only upon authorization by the Incident Commander.
2. Personnel shall videotape and photograph in a manner which minimizes interference with lawful participation in First Amendment activities.
3. Tapes and photographs shall be documented and booked in accordance with Department policy.
4. Absent evidence of criminal activity, videos or photographs of demonstrations shall not be disseminated.

General Order D - 18 (Redacted)

B. Public Media

1. Official media representatives have the right to document crowds and demonstrations, including the right to record such event on video, film, or in photographs.
2. Media representatives are not subject to dispersal orders and shall be permitted to carry out their professional duties in proximity to any area where arrests are being made unless their presence would unduly interfere with an enforcement action.
3. Self-designated observers and monitors do not have the legal status of official media and must comply with dispersal orders, absent the specific permission of the Incident Commander.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-19

SUBJECT: LABOR DISPUTES AND FREE-SPEECH ACTIVITIES

DATE: April 14, 2009 (Issued)

I. POLICY

- A. It is the responsibility of the Department to protect life and property and to ensure that the rights of individuals are preserved. The Department neither endorses nor opposes lawful labor-related or free-speech activities.
- B. Personnel, while on-duty or in uniform, shall conduct themselves with impartiality and neutrality and shall avoid conduct from which bias may be inferred.
- C. Members shall endeavor to mediate between disputants. Arrests shall be avoided except as necessary to:
 - 1. Protect life and property,
 - 2. Preserve the peace, or
 - 3. Ensure the opportunity for persons wishing to exercise their lawful rights.

II. DEFINITIONS

- A. *Boycott* is defined as abstaining from or acting together in abstaining from using, buying, or dealing with an entity or organization as an expression of protest or disfavor or as a means of coercion.
- B. *Free speech activity* is defined as those freedoms of expression guaranteed by the First Amendment. For purposes of this order, it includes, but is not limited to, picketing, placards, handbilling, pamphleting, petitioning, information tables, peaceful assembly, protest and/or speech-making, and may or may not coincide with a labor dispute.

- C. *Labor dispute* may properly be applied to any controversy which is reasonably related to employment or collective bargaining, including, but not limited to disputes between:
 - 1. Recognized unions and businesses,
 - 2. Union workers and non-union workers,
 - 3. Civil rights organizations and management concerning discriminatory hiring practices,
 - 4. Civil rights organizations and unions regarding membership requirements, and
 - 5. Unions and businesses employing nonunion employees.

- D. *Picketing* is defined as a person or group of persons stationed outside a place of business to express grievance or protest and/or to discourage patronage by non-striking employees or customers. "*Peaceful*" *picketing* is defined as picketing which does not interfere with the person or property of another by unlawful use violence, intimidation, or threat.

- E. *Scab* is defined as an individual who continues to work during a strike: generally, non-union labor.

- F. *Strike* is defined as withholding services from management.

- G. *Wildcat strike* is defined as an unauthorized work stoppage occurring during the time that a labor contract is in effect.

III. PROCEDURES

A. Background

The First Amendment prohibits use of criminal sanctions to interfere with free speech, therefore, the right to peaceably assemble for redress of grievances and free speech activity are constitutionally protected.

- 1. Labor disputes
 - a. Labor disputes are entirely civil in nature until criminal acts are committed.
 - b. Picketing is generally lawful on any property that is open to the public, including, but not limited to, sidewalks, roadways, parking lots or enclosed malls, so long as the picketing is peaceful and does not

interfere unduly with the normal use of the property by other members of the public having equal access.

2. Free Speech Activity

- a. Private establishments must allow reasonable free speech activities on their premises, where the area sought to be utilized for the speech activity is analogous to a public street or sidewalk, e.g., transportation terminals, concourses lined with shops, or an establishment, such as a food store, which isolates itself from the public street with a large parking lot. Conduct which damages property, injures others, or otherwise disrupts business is disallowed.
- b. Free speech activity may be guaranteed indoors, depending upon whether the indoor area is analogous to a street or a sidewalk. The size and the character of the walkway determine whether it is public; for example, wide indoor sidewalks, and shopping centers with inside malls.
- c. The management or owners of an establishment may set reasonable rules regarding free speech activity, which must be applied in a non-discriminatory fashion. Such rules may prohibit activity which substantially interferes with the business purpose of the facility, but may not deny speech activity based on anticipated negative outcomes. If not repressive, regulations may be set as to duration of time, date, location, number of persons, number of exhibits, security factors, and manner of presentation.

3. Pertinent Statutes

The following statutes are among those most frequently relevant to labor disputes and free-speech activity.

302 P.C. Disturbing Religious Meetings

370 P.C. Public Nuisance, Defined.

372 P.C. Public Nuisance, Maintaining.

403 P.C., Disturbance of Public Assembly or Meeting

602(k) P.C. Trespassing

647c P.C. Obstruction of Movement on Street, Sidewalk, or Public Place.

B. Notifications

1. Initial Notifications

- a. The Communications Section, upon being informed of a labor-management dispute or free-speech activity, shall dispatch the pertinent beat officer and a sergeant to the scene and shall inform the Watch Commander.
- b. If the dispute or activity is first observed by a member, he or she shall ensure that the appropriate sergeant and the Watch Commander are notified of the:
 - i. Location of the dispute,
 - ii. Name of the affected business or organization,
 - iii. Name and local number of the involved labor union, if applicable, and
 - iv. Number of participants in the dispute and picket line.

2. A Watch Commander receiving notification of a dispute or activity shall notify the Operations Bureau Commander and the Public Information Officer and shall initiate an on-going log of pertinent information, to be maintained in the Watch Commander's office for the duration.

3. Department Liaison

- a. The Operations Bureau Commander shall, as appropriate, designate a member to establish and maintain liaison between the Department and officials of the involved parties. The designated member shall, at separate meetings, inform such officials that the Department makes no judgment concerning the merits of a dispute and is impartial concerning its outcome, but that appropriate laws will be enforced.
- b. Follow-up meetings may be held as appropriate, to ensure that the Department and all parties to the dispute or activity are aware of the existence and conditions of court orders and injunctions, the potential for unlawful behavior and the position of the Department.

C. Conduct

1. Member

- a. Members shall generally stay away from picket lines and protest activities, absent imminent disturbance, criminal misconduct or an order to the contrary.

In order to avoid the appearance of favoritism, personnel on-duty or in uniform shall avoid unnecessary conversation with persons at the scene of a labor dispute or free-speech activity.

- b. Where it becomes necessary to communicate with, or issue orders to, disputants, members shall direct communications or commands to the leader, picket captain or the ranking company official, as appropriate and where those individuals can be identified.

If the leader, picket captain or ranking company official cannot be identified or fails to effect compliance by disputants, members shall communicate directly with participants.

- c. Members shall, to the extent possible, attempt to persuade leaders and officials to supervise their own personnel and to remove from the scene personnel who are especially disruptive or offensive to the public.

- d. Members shall avoid inadvertent expressions of partiality, including, but not limited to:

- i. Expressing personal opinions or offering advice regarding the law, aside from explanations of criminal statutes or suggesting that individuals seek legal counsel.

- ii. Driving on or parking on the property of management.

- iii. Eating at establishments frequented by the disputants

2. Department Presence

- a. Periodic routine observations shall be made by the appropriate sergeant or the Department Liaison, who shall report to the Watch Commander.
- b. Observations shall be conducted in a manner which minimizes police presence; generally at a distance which permits an overall view and discourages unnecessary conversation.
- c. Where picketing activities which are likely to result arrest are observed, the Department Liaison or a designee shall videotape such activities.

D. Issues

1. Obstruction of Ingress or Egress

- a. Where an individual requests or demands entry to or exit from property where he or she has lawful business, members have an obligation under law to ensure that such individual has the opportunity to exercise their freedom of movement.
- b. Members shall first attempt to persuade the picket captain or protest leader to deploy pickets or protesters in a lawful manner, and shall inform management of the right to seek a court injunction concerning the number, location, and manner in which picketing or protesting may be conducted.
- c. Where a picket line or protesters obstruct an individual's attempt to enter upon or exit from private property and the individual makes known his or her desire to pass, members shall explain to the obstructing individuals that it is a violation of the Penal Code to obstruct the path of a person or vehicle upon a public roadway or sidewalk and that arrests will be made if it becomes necessary to clear the obstruction.
- d. Where the individual obstructed is in a vehicle, members shall obtain an unequivocal statement from the driver that he or she wishes to exercise the right to move the vehicle through. Upon obtaining such statement, members shall attempt to persuade the

obstructing individuals to allow passage. Brief and orderly conversation may be permitted between the protest leader or picket captain and the driver of the vehicle.

Members shall inform their sergeant if persuasion by the leader or picket captain fails to deter the driver, and shall notify the obstructing individuals that they must give way to the vehicle. If, after a reasonable length of time, the obstructing individuals fail to comply, members shall deploy in a manner which makes an opening through the line. If significant opposition to members' passage is encountered, it may be appropriate to declare an unlawful assembly, in accordance with General Order D-18 "Crowd Procedures".

- e. Misdemeanor citations shall be issued as appropriate. Where members have reasonable cause to believe the offense will continue, physical arrests shall be effected.

2. Blocking of Sidewalks and Roadways

- a. Picketing or protesting on public property is lawful only insofar as it does not unduly interfere with the normal use of the property by other members of the public.
- b. Minor inconvenience to the public may be tolerated; however, appropriate action shall be taken in the event of obstruction so great as to impede attempts by uninvolved individuals to pass by the scene of the dispute.
- c. Members shall first attempt to persuade the obstructing individuals to respect the rights of the public.
- d. In the event of a "moving line," in which pickets or protesters traverse a driveway or roadway in such a manner that vehicular traffic is impeded as effectively as if the individuals had congregated to block traffic, members shall inform the picket captain or protest leader that a continuation of this tactic constitutes a violation of 647c P.C.

- e. Members shall, if possible, photograph or videotape individuals engaged in the act of blocking a driveway or roadway.

3. Disruption of Business

- a. Where the location involved is of a commercial nature or otherwise open to the public, the presence of pickets or protesters within such location so as to interfere with business, if not consented to by management and upon refusal to move outside or into a more appropriate area, would constitute disorderly conduct.
- b. Absent compelling reasons to the contrary, members shall utilize citizen's arrest procedures in such cases, or the complaint process via the District Attorney.

4. Threats

Generally, a party is not threatened unless threatened with an illegal act. However, 12046 Cal. Election Code provides: "Every person is guilty of a misdemeanor who, by threats, intimidation, or unlawful violence, willfully hinders or prevents electors from assembling in public meetings for the consideration of public questions."

5. Violence and Vandalism

- a. Attacks against individuals, vehicles or property, including, but not limited to, throwing rocks or paint, slashing tires or cutting ignition wires, or scraping paint on passing vehicles, shall not be tolerated. Members shall complete crime reports whether or not the perpetrators of such acts can be identified. Additionally, members shall make verbal notification to the Watch Commander concerning acts of violence.
- b. Members may, as appropriate, **[REDACTED]**.

6. Outside Agitators

- a. Members shall remain alert for individuals with no direct interest in the dispute who are apparently present for their own purposes. Such individuals may

include members of organizations attempting to promote confrontation.

- b. Members observing such individuals shall document their presence, attempt to identify them and evaluate their relationship to the dispute, and notify the Department Liaison.

7. Unorganized Activities

In those instances where leadership is not formalized and leaders not easily identifiable, typically wildcat strikes, boycott activities, or spontaneous protests, such issues may preclude a formal meeting with the Department Liaison. In such cases, he or she shall hold similar informal meetings at the scene, in the presence of a supervisor. Such meetings shall ensure that all disputants understand the impartial role of the Department.

E. Arrests

The following procedures shall apply, absent the prior approval of a supervisor.

1. Members making an arrest at the scene of a labor dispute or free speech activity shall remove the arrestee from the immediate area as quickly as possible. This includes individuals being released on a citation.
2. Injunctions, Restraining Orders, and Other Court Orders
 - a. All reasonable alternatives, including citizen's arrest, shall be exhausted before arrests are made for the violation of an injunction pertaining to a labor dispute or protest activity.
 - b. In the event of a violation of an injunction, members shall first direct the party who obtained the injunction to return to the court to seek redress, a determination regarding whether the injunction has, in fact, been violated, and remedy, which may involve civil damages or a warrant for arrest.
 - c. When arrests in such disputes are necessary, member shall use specific code sections in preference to 166 P.C.. Conduct which violates 166

P.C. will generally also violate a specific statute prohibiting the conduct.

- d. Where no alternative statute is applicable and an arrest for the violation of an injunction pursuant to 166 P.C. is determined to be necessary, members shall obtain prior authorization from a supervisor, unless the arrest is a citizen's arrest.

Members shall:

- i. Confirm that a violation of the injunction has been committed.
 - ii. Verify the validity of the injunction. If validity is not apparent upon examination of the document, confer with the judge or the clerk of the court which issued the injunction.
 - iii. In order to establish a violation of 166 P.C., explain the provisions of the injunction to the violator(s). Confirm that they understand the provisions and the nature of the violations and allow them time to comply.
 - iv. If the violation then continues, notify the supervisor and obtain authorization.
- e. Where no alternative statute is applicable and an arrest for the violation of an injunction pursuant to 166 P.C. is determined not to be necessary, a citizen's arrest may be appropriate. Citizen's arrests shall be made in accordance with General Order F-1, "Arrests and Detentions".

3. Vehicle Code Infractions

Members witnessing minor Vehicle Code violations which do not pose a danger to persons or property shall warn the offender(s) that citations will be issued if the violations continue. Should violations continue, or driving behavior occur that poses such danger, members shall take appropriate action to ensure the safety of persons present.

4. Misdemeanor Offenses

General Order D - 19 (Redacted)

- a. Members witnessing non-violent misdemeanor offenses shall, in the absence of extenuating circumstances, prepare a crime report in lieu of arrest. The report shall request the issuance of a criminal complaint and copies shall be routed to the Department Liaison and Watch Commander, in addition to normal routing.
 - b. Where the offender is reasonably believed to fall within the criteria for physical arrest enumerated in General Order F-3, "Misdemeanor Citation Release", members shall effect an arrest.
 - c. When a misdemeanor arrest is made, copies of the report shall be routed to the Watch Commander and the Department Liaison, in addition to normal routing.
5. Felony Offenses
- a. Members witnessing a felony offense or having reasonable cause to believe a felony has been committed shall effect an arrest whenever it is tactically expedient to do so.
 - b. When a felony arrest is made, copies of the report shall be routed to the Watch Commander and the Department Liaison, in addition to normal routing.
6. Citizen's Arrest
- a. Absent extenuating circumstances, members shall attempt to persuade citizens of the merit of a complaint issued by the District Attorney's office, as an alternative to making citizen's arrests which would tend to aggravate a dispute
 - b. Where a citizen makes an arrest and delivers the prisoner to a member, members shall accept custody and dispose of the arrest in accordance with General Order F-1, "Arrests and Detentions", or F-3 "Misdemeanor Citation Release".

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-1

SUBJECT: WEAPONS INCIDENTS

DATE: December 15, 1983 (Issued)
January 3, 2005 (Last Revision)

I. POLICY

Members and employees shall attempt to safeguard all persons involved in any incident involving the use, or threatened use, of dangerous weapons.

II. PROCEDURE

A. Personnel receiving an initial report of an incident involving an alleged weapon shall make every effort to acquire preliminary intelligence, keep the reporting party available, and provide continually updated information to responding members.

B. The first member to arrive at the scene of an apparent weapons incident shall:

1. [**Redacted**]

C. Upon arrival, the supervisor shall [**Redacted**]

D. Members responding to weapons calls shall take into consideration the following:

1. [**Redacted**]

C. Debriefing

1. [**Redacted**] the on-scene supervisor or the Watch Commander shall conduct a debriefing, attended by all involved personnel. The debriefing shall serve to critique the event and its resolution and to identify training needs.

2. Where specific issues or training needs are identified, the supervisor or Watch Commander shall cause a written report to be forwarded to the Training Unit, via the chain of command.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-20

SUBJECT: OCCUPATIONAL ACCIDENTS

DATE: July 16, 2009 (Issued)

I. POLICY

- A. Personnel shall report deaths and serious illnesses, exposures and injuries sustained by citizens in connection with their employment in accordance with the California Occupational Safety and Health Act (OSHA) of 1973.
- B. Deaths and illnesses, exposures and injuries sustained by Department personnel shall be dealt with in accordance with Department General Orders B-6, "Notifications of Death and Injury" and B-9, "Reporting Personnel Injury".

II. DEFINITIONS

- A. *Employment* is defined as any trade, enterprise, project, industry, business, occupation, or work (except household domestic service) or any process or operation relating thereto (Labor Code Section 6303(b)).
- B. *Occupational or industrial illnesses, injuries and deaths* are those which occur in connection with employment, unless they result from:
 - 1. An accident on a public street or highway (Labor Code Section 6302 (h)).
 - 2. A Penal Code violation, other than a violation of PC 385. Accidents resulting from equipment near high voltage lines (PC 385) are defined as industrial per Labor Code Section 6302 (h).
- C. *Occupational illnesses* are defined as any abnormal condition or disorder caused by exposure to environmental factors associated with employment, including acute and chronic illnesses or diseases

General Order D - 20 (Redacted)

which may be caused by inhalation, absorption, ingestion or direct contact (Labor Code Section 6409(b)).

- D. *Serious occupational injury or illness* is defined by Labor Code Section 6302 (h) as where an employee:
1. Requires inpatient hospitalization for more than 24 hours for other than medical observation.
 2. Suffers the loss of any part of the body.
 3. Is permanently disfigured.
 4. Is killed.
- E. *Serious exposure* is defined as any exposure of an employee to a hazardous substance as a result of an incident, accident, emergency, or exposure over time in a degree or amount sufficient to create a probability that death or serious physical harm in the future could result from the exposure (Labor Code Section 6302).

III. PROCEDURE

- A. Labor Code Section 6409.2 requires a law enforcement or firefighting agency which responds to the scene of a private or public sector occupational or industrial serious accident or death to immediately report the incident to the nearest office of the State Division of Occupational Safety and Health (Concord district office (925) 602-6517).
1. Department members assigned to such an incident shall initiate a casualty report. Where it appears that the City of Vallejo may incur liability, a copy of the casualty report shall be routed to Risk Management.

The casualty report shall include as much of the following information as is available at the time

:

- a. The name, ages and address of the injured, ill or deceased person(s).
- b. The name and address of the employing agency or business and the type of industry.
- c. The date, time and location of the accident.

General Order D - 20 (Redacted)

2. As soon as conditions permit, but not more than 8 hours following the incident, Communications shall notify Cal-OSHA via telephone.
- B. Responsibility for submitting written reports of serious occupational accidents to Cal OSHA or Federal OSHA rests with the owners, managers and custodians of the work sites involved.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-2

SUBJECT: TACTICAL OPERATIONS

DATE: June 10, 1981 (Issued)
December 27, 2007 (Last Revision)

I. POLICY

- A. Tactical operations shall be initiated only after an operational plan has been prepared and reviewed and a briefing has occurred.
- B. The provisions of this order do not apply to routine:
 - 1. [Redacted]
- C. [Redacted]

II. DEFINITIONS

Tactical operation, as used in this order, is an activity undertaken to accomplish a specific police objective, performed with advance planning and the assembly of appropriate personnel and equipment. It includes, but is not limited to: [Redacted] and the management of events.

III. PROCEDURE

- A. Notifications
 - 1. The member in charge of a tactical operation shall:
 - a. Provide the operational plan to the Watch Commander and, if available, the pertinent Bureau Commander for review.
 - b. Notify the Communications Section of the pending activity in a timely manner and notify, or cause to be

notified, allied agencies which may be affected by the operation.

- c. Provide the Communications Section with a telephone number at which personnel at the scene may be contacted.

2. The Watch Commander or a designee shall [**Redacted**]

B. Briefing

1. Briefing shall be attended by all personnel participating in the operation and, at their discretion, the Watch Commander and pertinent Bureau Commander.
2. A sergeant or other ranking officer shall be present during briefing and during the execution of tactical operations.
3. The member supervising, or most familiar with, the operation shall brief participants on pertinent issues including, but not limited to:
 - a. [**Redacted**]
4. The member supervising the operation shall assign the participants.
 - a. [**Redacted**]
 - b. [**Redacted**]
 - c. Photographs and other evidence-related tasks may be assigned to an employee after the scene has been secured.
5. Where intelligence indicates the presence of dogs, members shall have Humane Society personnel stand by, if available. Where Humane Society personnel are not available, members shall make reasonable accommodations to humanely secure or subdue such animals.
6. Operational debriefings shall be conducted at the discretion of the member supervising the operation, or as directed by the Watch Commander or pertinent Bureau Commander.

C. Execution

General Order D - 2 (Redacted)

1. [Redacted]
2. [Redacted]
3. The supervisor, or a designee, shall notify the Communications Section and the Watch Commander when the scene of a tactical operation has been secured.
4. [Redacted]
 - a. [Redacted]
 - b. Handcuffs shall be removed promptly after it is determined that a detained person will not be taken into custody. Such persons may then be directed to leave the residence, or may be permitted to remain, under supervision.
5. When executing a search warrant, tactical teams shall be equipped with a search kit. Kits shall be maintained by, and may be obtained from, the Bureau of Investigations, and minimally include the following:
 - a. Plastic cuffs
 - b. Property forms
 - c. Note pads
 - d. First aid materials
 - e. Evidence bags
6. Members shall not unnecessarily create a state of disarray or cause damage to property during the service of a search or arrest warrant. When appropriate, members may photograph the condition of premises before and after a search is undertaken.
7. Members checking serial numbers or other identifiers on property found at the scene shall contact the Communications Section via telephone or computer in preference to the radio.

General Order D - 2 (Redacted)

8. Members seizing items incident to, or as a result of, service of a search warrant shall secure, inventory and record such items in compliance with Department procedures and the provisions of Penal Code Section 1537.
9. The supervisor or a designee shall ensure that receipts are issued for items seized incident to the service of a search warrant in accordance with Penal Code Section 1535.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-3

SUBJECT: FINANCIAL INSTITUTION ALARMS

DATE: June 7, 1988 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

- A. Members shall respond promptly to alarms received from financial institutions, to contain suspects and secure the scene.
- B. When responding to financial institution alarms, member priorities shall be the safety of victims, witnesses and uninvolved persons, and the apprehension of suspects.

II. PROCEDURES

A. Communications

- 1. When an alarm is received, Communications shall [**Redacted**]
- 2. Communications shall ensure that a field supervisor and the Watch Commander are immediately notified.
- 3. [**Redacted**]
- 4. [**Redacted**]

B. Field Supervisor

- 1. [**Redacted**]
- 2. [**Redacted**]
- 3. [**Redacted**]

General Order D - 3 (Redacted)

C. Watch Commander

1. [Redacted]

D. Field Personnel

1. [Redacted]
2. In the absence of a field supervisor, the assigned primary officer shall assume supervisory responsibility.
3. [Redacted]
4. [Redacted].

III. [Redacted] PROCEDURES

A. [Redacted]:

1. [Redacted]
2. Communications shall immediately, by secure means, notify the Watch Commander, the field supervisor and the Detective Division supervisor.
3. [Redacted]
4. [Redacted]

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-4

SUBJECT: DOMESTIC VIOLENCE

DATE: January 1, 1986 (Issued)
July 14, 2009 (Last Revision)

I. POLICY

- A. Domestic violence is criminal behavior. Incidents involving alleged domestic violence shall receive priority response consistent with any other reported act of violence.
- B. Members shall write a crime report regarding any incident in which domestic violence occurs or is alleged.
- C. Members are discouraged from making dual arrests when investigating domestic violence incidents. Insofar as it is possible to determine, only the dominant aggressor shall be arrested.
- D. Firearms confiscated at domestic violence incidents shall be released only upon receipt of a Department of Justice clearance and a completed gun release packet.

II. DEFINITIONS

- A. *Abuse*, as used in this order, is the act of intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable fear of imminent bodily injury. Abuse includes, but is not limited to, physical violence, threats, stalking, annoying/harassing phone calls, contact by mail to harass, and deliberate destruction of personal property.
- B. *Cohabitants* are two unrelated persons living together for a substantial period of time resulting in some permanency of relationship. For purposes of enforcing Penal Code Section 273.5, factors that may determine cohabitation include, but are not limited to:

General Order D - 4 (Redacted)

1. Sexual relations between the persons while sharing the same living quarters.
2. Sharing of income or expenses.
3. Joint use or ownership of property.
4. Whether the persons hold themselves to be husband and wife.
5. The continuity of the relationship.
6. The length of the relationship.

Family Code Section 6209 expands the definition of a cohabitant to include a person who regularly resides in the household but only for the purpose of enforcing Penal Code Section 836(d).

- C. *Criminal threat* is any willful verbal threat to commit a crime which will result in death or great bodily injury to another person, with the intention that the statement is to be taken as a threat and thereby causes the other person to reasonably be in sustained for his or her own safety or his or her immediate family's safety (Penal Code 422)
- D. *Dating relationship* means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations.
- E. *Domestic disputes* are defined as issues of disagreement within the family that do not involve violence, threats of violence or court order violations.
- F. *Domestic violence* is purposeful violence perpetrated to instill fear, control the victim, or punish the victim. Domestic violence abuse may be committed against or by an adult or a minor (including an unemancipated minor) who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or is having or has had a dating or engagement relationship. Same-sex relationships are included.
- G. *Domestic violence order* is a type of restraining order which is issued pursuant to the Domestic Violence Prevention Act, (Family Code sections 6200 - 6389), or the Uniform Parentage Act (Family Code sections 7710 and 7720), or in connection with a dissolution, legal separation or annulment (Family Code sections 2045, 2047, and 2049), or in cases of elder or dependent adult abuse (Welfare

and Institutions Code section 15657.03). This includes all local domestic violence-related orders from other states, counties, tribal courts and juvenile courts.

- H. *Dominant aggressor* means the person determined to be the most significant, rather than the first, aggressor.
- I. *Dual arrest* means an arrest of more than one party involved in an incident of domestic violence.
- J. *Emancipation* means the conferral of certain rights of majority upon a minor. A person under the age of 18 is an emancipated minor if any of the following conditions is satisfied: the person has entered into a valid marriage, whether or not the marriage has been dissolved; the person is on active duty with the armed forces of the United States; or the person has received a declaration of emancipation pursuant to section 7122 of the Family Code.
- K. *Emergency Protective Order (EPO)* is a type of restraining order issued by a Judge or Commissioner at any time, whether or not Court is in session. It can function as an order determining temporary care and control of minor children when no custody order is in existence. An emergency protective order that is in effect between the same parties and is more restrictive than other restraining orders takes precedence over all other restraining orders (Penal Code section 136.2). The issuance of an EPO is precluded by an arrest.
- L. *Restraining Order* is an order which requires a person to refrain from doing a particular act or acts. It is issued by the Court, with or without notice, to the person who is to be restrained. A restraining order remains in effect for the period of time stated on the face of the order. If no specific time period is stated on the face of the order, the effective time period is 3 years. The terms and conditions of orders may only be changed by the court and remain regardless of the actions of the protected person.
- M. *Stalking* means willfully, maliciously, and repeatedly following or harassing another person and making a credible threat on the intent to place that person in reasonable fear for his or her own safety, or the safety of his or her immediate family.
 - 1. *Harassing* means to engage in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

2. *Course of conduct* means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”
 3. *Credible threat* means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning “credible threat.”
- N. *Stay-away Order* is a type of restraining order in a criminal, juvenile delinquency (a Juvenile Probation order can be in effect until the offender’s 21 birthday), or civil case involving domestic violence where there is a likelihood of harassment or violence the victim by the defendant and typically orders a person to stay away from the victim and/or other specified locations. Stay Away Orders are issued pursuant to Penal Code section 136.2 while criminal prosecution is pending and may remain in effect as long as the defendant is under a court’s jurisdiction, including any sentence or probationary period. Orders may also be issued pursuant to the Civil Harassment Prevention Act (Code of Civil Procedure section 527.6), Workplace Violence Safety Act (Code of Civil Procedure section 527.8), Uniform Parentage Act (Family Code sections 7710 and 7720, Domestic Violence Protection Act 6200 - 6389 Family Code), Elder or Dependent Adult Abuse (Welfare and Institutions Code sections 15657.03; Code of Civil Procedure section 527.9) or in connection with a dissolution, legal separation, or annulment (Family Code sections 2045, 2047, and 2049). Civil Restraining Orders may be issued for a maximum of 3-5 years, but may be renewed for the period set forth in the order. Restraining Orders may be issued for a maximum of 10 years pursuant to Penal Code section 646.9(h).

Note: A protective order issued in a criminal case, also called a Criminal Protective Order, takes precedence in enforcement over

any conflicting civil court order (Penal Code section 136.2(e)(2).) Any non-conflicting terms of the civil restraining order remain in full force.

- O. *Temporary Restraining Order* is a restraining order, issued by the Court, with or without notice to the person who is to be restrained, which requires a person to refrain from doing a particular act or acts. A temporary restraining order remains in effect until a formal court hearing can be held. A Domestic Violence Temporary Restraining Order may also be sought against a relative (parent, sibling, relative to the second degree, or in-law).

III. PROCEDURES

A. Arrests

1. Dual Arrests

In accordance with 13701(b) PC, dual arrests are discouraged. Members shall make reasonable efforts to identify and arrest only the dominant aggressor, regardless of who was the first aggressor.

2. Dominant Aggressor

In identifying the dominant aggressor, members shall consider:

- a. The intent of the law to protect victims from continuing abuse
- b. The nature and location of comparative injuries, including defensive versus offensive wounds, the relative sizes and apparent strength of each party, the apparent fear or lack of fear between the partners, and the accounts of household members or other witnesses, including children.
- c. Threats of physical injury
- d. The history of domestic violence between the parties involved
- e. Whether either party acted in self-defense
- f. Information provided by independent witnesses and 9-1-1 tapes

The same considerations shall apply in situations where mutual protective orders have been issued (Penal Code section 836 (C)(3)).

3. Arrest Factors

Members shall conform to domestic violence guidelines established by the Commission on Peace Officers' Standards and Training (P.O.S.T.) and the Solano County Domestic Violence Protocol and shall not consider the following factors when determining whether an arrest is appropriate in a domestic violence incident:

- a. Marital status or domestic relationship of the suspect and victim
- b. Whether or not the suspect lives with the victim
- c. Existence or the lack of restraining/protective orders
- d. Potential financial consequences of an arrest
- e. The victim's history of prior complaints
- f. Verbal assurances that the violence will cease
- g. The victim's emotional state
- h. Lack of visible injuries
- i. Location of the incident
- j. Speculation that the victim may not follow through, or that the case may not result in a conviction
- k. Occupation and community status
- l. Language barriers or immigration status
- m. Sexual preference or orientation of the persons involved.

4. Arrest Criteria

Absent exigent circumstances, members investigating domestic violence incidents shall arrest suspected offenders when:

- a. There is probable cause to believe that the person has committed a felony.
- b. There is probable cause to believe that the person has committed a misdemeanor in the member's presence, or to believe that a person has committed domestic battery, in violation of Penal Code Section 243e, or to believe that a person has committed a misdemeanor violation of statutes pertaining to protective orders, whether or not in the member's presence. (Reference: Penal Code Sections 836(c), 273.6, 13701)

Arrests made in accordance with (b) shall be made as soon as probable cause arises.

- c. There is probable cause to believe that a protective order has been violated, whether or not contact was initiated by the protected party. (Penal Code section 13701(b)).
- d. Members shall consider a bail enhancement if the suspect is arrested without a warrant and the member has reasonable cause to believe that the scheduled bail is insufficient to ensure the defendant's appearance or the protection of the victim or a family member of the victim.

5. Citation Release

Members shall not release domestic violence suspects on a citation if there is reason to believe that the offense will continue, based on factors including, but not limited to, the following:

- a. Past arrest or citations involving domestic violence or threats of continued domestic violence
- b. Previous or current violation of a court-issued restraining or protective order
- c. Past assaultive behavior
- d. Statements by the victim or witnesses expressing fear of retaliation or further violence if the suspect is released

- e. Information regarding the suspect's alcohol or drug abuse, access to weapons, suicide threats or attempts, threats to kidnap family members or cohabitants, or history of mental illness.

6. Citizen's Arrest

When the facts of the incident do not support an arrest by law enforcement personnel, members shall inform domestic violence victims of their right to make private person arrests (*citizen arrests*) and the manner of making such arrests. Whenever possible, discussions concerning such arrests shall be conducted out of the presence of the suspect.

Citizens shall not be dissuaded from making lawful arrests. Members shall document in writing a refusal to make a citizen's arrest.

7. Military Personnel

- a. Domestic violence incidents involving military personnel shall be handled in accordance with this order unless the incident occurred within the boundaries of a military facility.
- b. No formal or informal agreement with military police or a suspect's commanding officer takes precedence over a suspect's arrest and prosecution for domestic violence by non-military authorities.

8. Law Enforcement Personnel

- a. Domestic violence incidents involving law enforcement personnel shall be handled in accordance with this order.
- b. A member investigating an alleged incident of domestic violence involving law enforcement personnel shall immediately notify the on-duty Department Watch Commander. Whenever possible, the Watch Commander shall respond to the scene and assist in evaluating whether an alternative to arrest may be considered. Such alternative may only be considered where there is no current or future

likelihood that such action will compromise the safety of the victim.

- c. All weapons (both duty weapons and off-duty weapons) shall be accounted for and seized or secured in accordance with Section G, herein.
- d. The Watch Commander shall notify the law enforcement member's employing agency as soon as possible after the incident or initial report. Copies related reports and information shall be provided to the law enforcement member's employing agency upon request.

B. Reporting

1. Domestic violence reports shall:

- a. Identify, on the face, in accordance with Penal Code Section 13730, that it pertains to a domestic violence incident;
- b. Include a completed domestic violence supplemental form;
- c. Document:
 - i. That a Department domestic violence pamphlet was provided and explained, or the reason why it was not;
 - ii. That an Emergency Protective Order was offered, and the victim's response.

NOTE: Where a member fears for the safety of a victim, an EPO on behalf of the victim may be requested even if the victim does not desire an EPO.

- iii. The name and age of any child present or residing in the home at the time of the offense including information on their whereabouts after the incident.
- iv. Whether there are indications of strangulation.
- v. The victim, suspect, and any children's condition and demeanor, including torn

clothing, evidence of injury, pregnancy status of victim.

- vi. The condition of interior and exterior of the residence.
- vii. Whether suspect displayed symptoms of alcohol or controlled substance use.
- viii. The relative size of victim and suspect.
- ix. In "mutual combat" situations, the identity of the dominant aggressor and how that designation was determined.
- x. Whether the reporting member or members of any other law enforcement agency had previously responded to a domestic violence call at the same address involving the same alleged abuser or victim;
- xi. If the victim states that there has been a history of prior violent acts committed by the alleged abuser;
- xii. The names and ages of children present or residing in the dwelling at the time the offense occurred, whether any child witnessed an act of violence, and their statement of events

NOTE: Pursuant to Government Code 13960, children may be eligible for counseling and their presence at a scene of domestic violence may have sentencing enhancement implications.;

- xiii. Whether any firearm or other deadly weapons were involved in the incident. Any firearm or other weapon discovered at the scene of a domestic violence incident shall be subject to confiscation pursuant to Penal Code Section 12028.5. (See Part III-E, below.)
2. In those instances where a domestic violence suspect cannot be located, members shall prepare an alert, with photograph.
 3. Members shall provide the report case number to the victim.

4. Members shall obtain translation services as needed. Children shall not be used as translators, absent exigent circumstances.

C. Court orders

1. The Records Section maintains a record of all domestic violence protective orders, restraining orders, and proofs of service in effect. This record shall be used to inform members responding to domestic violence calls of the existence, terms, and effective dates of protective orders (13710 P.C.).

Eight types of restraining/protective orders may be issued:

- a. Emergency Protective Orders: obtained by a member from Superior Court via telephone.
 - b. Restraining Orders: obtained by the victim from departments within the Civil Court.
 - c. Criminal Protective/Stay-Away Orders: issued by the Criminal Court.
 - d. D.V. Protective Order
 - e. Order to Show Cause and Temporary Restraining Order (TRO)
 - f. Order After Hearing
 - g. Restraining Order – Juvenile
 - h. Judgment of Dissolution of Marriage and Order to Show Cause
2. If a victim has a restraining order, obtain a copy of order and valid proof of service (not necessary if the suspect was in court when the order was issued). If no copy is available, contact the Department of Justice Domestic Violence Restraining Order System DVROS/CLETS) to verify the existence of the order. (Family Code section 6383(d)). If there is no order, inform victim how to get an order. Members should be aware that the last order issued takes precedence over previously-issued orders.

General Order D - 4 (Redacted)

3. If a victim has a restraining order which has not yet been served, members shall verbally inform the suspect and document the notification, including the case number of the Restraining Order, in the report. If the victim has an extra copy of the order, members shall serve the suspect, complete the proof of service and return it to the victim for filing with the court. Members giving verbal notice to a suspect shall advise the suspect to go to the local Family Court to obtain a copy of the Order (Family Code section 6383(g)).
 4. If the victim has proof that a copy of the restraining order was mailed to the respondent and the respondent was present in court when the initial order was made, this is considered good service where the only change in the new order is the expiration date.
 5. A restraining order does not allow the use of a civil by the restrained person.
 6. A "protected person" cannot be in violation of his or her own protective order. Members shall effect an arrest where there is probable cause to believe that a protective order has been violated, whether or not contact was initiated by the protected party (Penal Code section 13701 (b)).
- D. Emergency Protective Orders
1. Members shall inform victims of the availability of Emergency Protective Orders. Regardless of the victim's response to the information, the member may request that an ex parte Emergency Protective Order be issued, whether or not the suspect is present or has been arrested.
 2. In accordance with the provisions of Family Code Section 6241, Emergency Protective Orders may be issued by a judge, commissioner or referee when a law enforcement officer asserts reasonable grounds to believe that a person is in immediate danger of domestic violence or a child is in immediate danger of abuse from a household member. Such an order may also exclude a person from the premises and determine temporary custody of minor children.
 - a. Telephone numbers for obtaining Emergency Protective Orders shall be maintained by, and available from, the Communications Section. Numbers will also be maintained in the Watch Commander's Reference Manual.

General Order D - 4 (Redacted)

- b. If a judicial officer listed in the Communications Section or the Watch Commander's Reference Manual cannot be reached in a timely manner, a member may telephone a judge in chambers or at his or her home to obtain an Emergency Protective Order
- c. A member who wishes to obtain an Emergency Protective Order shall:
 - (1) Complete an Application for Emergency Protective Order form.
 - (2) Contact the designated on-call judicial officer, or, in his or her absence, any available judge, and assert his or her grounds for believing that an Emergency Protective Order is appropriate.
- d. If the judicial officer orally issues the requested order, the member shall immediately complete and sign the Emergency Protective Order form.
 - (1) The member who requested the Emergency Protective Order shall carry a copy of the order while he or she is on duty. (Family Code Section 62731).
 - (2) The pink copy of the order shall be given to the protected party.
 - (3) The canary copy of the order shall be given to the restrained party if he or she can reasonably be located. If the order cannot, for whatever reason, be served on the restrained person, the member shall cause Records Section personnel to enter it into CLETS and forward it to the Watch Commander's officer for future service by Patrol Division personnel.
 - (4) The goldenrod copy of the order and the application shall be retained with the Department's case file.
 - (5) The Court Liaison Unit shall file the original copy of the Emergency Protective Order and the application form with the Solano County Sheriff's Office.

(6) An Emergency Protective Order is valid for five court days, but never longer than seven calendar days, following the date of issuance.

e. If the judicial officer refuses to issue the requested Emergency Protective Order, the member shall document that fact in the report of the incident.

E. Enforcing Restraining and Protective Orders

1. Restraining Orders and Criminal Protective/Stay Away Orders issued by the Court shall be retained on file by the Records Section in such a manner that responding members may be made aware of their existence, terms and effective dates.

a. A civil restraining order is valid for a period of three years from the date of issuance if it does not specify some other expiration date. Provided, however, that permanent orders, issued pursuant to a divorce or a civil restraining order, never expire.

b. The duration of Criminal Protective/Stay-Away Orders varies with each order.

2. When a victim of domestic violence claims that any form of protective order has been obtained, the member shall ascertain:

a. Whether the order is on file in the California Department of Justice Domestic Violence Restraining System (DVROS) or the Police Department's Records Section, and whether the victim possesses a copy of the order,

b. Whether the order is still valid,

c. Whether proof of service or prior notice to the suspected person exists, or the suspect was in court when the order was issued, and

d. Whether the terms of the order have been violated.

3. Violation of a protective order is a misdemeanor under the provisions of Penal Code Sections 166.4 and 273.6(a), and

may be a felony under the provisions of Penal Code Sections 273.6(d), 646.9 or 136. Absent compelling reasons to the contrary, an arrest shall be made when there is reasonable cause to believe that a suspect has violated the order and any of the following conditions is met:

- a. The member has verified the existence of the order and proof of service on the suspect.
 - b. The complainant produces a valid copy of the order bearing a file stamp of the court and a proof of service on the suspect.
 - c. The member has verified the existence of the order and it reflects that the subject was personally present in court when the order was made.
 - d. The member has verified the existence of the order and there is proof that the suspect has previously been advised of the order.
4. If a member verifies that a protective order exists but is unable to verify proof of service or prior knowledge of the order by the suspect, he or she shall:
- a. Inform the suspect of the terms of the order
 - b. Admonish the suspect that he or she is now on notice and that a violation of the order will result in arrest. An arrest shall be made if the suspect continues to violate the order after being so informed.
 - c. If the suspect complies after being informed, the member shall complete and submit a report reflecting that the suspect was informed about the terms of the order, the specific terms about which the suspect was advised, the name of the admonishing member, and the date and time when the admonishment was given.
5. The Records Section shall update the Department's copy the pertinent protective order when it receives a report reflecting the action and admonitions set forth in Part 4, immediately preceding. In addition, the Records Section shall transmit the notice of service to the California Department of Justice Domestic Violence Restraining Order System without delay.

6. If a suspect for whom an order has been issued is no longer on the scene and cannot be located, the investigating member shall document the incident in an appropriate police report, as set forth in Part III-A, above, and shall inform the victim of the number of the report and how a copy may be obtained. The member shall prepare a Department alert requesting that other members locate and serve the suspect.
7. If a victim is not in possession of a protective order, or a member is otherwise unable to verify the validity of the order, the member shall advise the victim of the right to make a private person's arrest for a violation of the order. In addition, the member shall prepare a police report, provide the report number, and inform the victim regarding the appropriate unit of the Department to contact for follow-up assistance.

F. Providing Victim Assistance

1. Members shall furnish the victim with a Domestic Violence Incident pamphlet which informs the person about legal rights, services and options in accordance with the provisions of Penal Code Section 13701, and shall explain the contents of the pamphlet.
2. Members shall arrange for appropriate medical attention for a victim of domestic violence who claims injury, whether the injury is visible or not.

If medical or fire personnel are on the scene and have treated the victim, members shall request a copy of their pre-hospitalization care report (PCR) to be included in the member's report. In the event of a strangulation attempt, every effort shall be made to obtain medical treatment for the victim.

Members shall photograph visible injuries, regardless apparent severity, if such action will not delay medical care. Members shall advise victims whose injuries are not visible at the time of report to contact the Detective Division if injuries become visible.

3. Members shall arrange transport to an alternate shelter when they determine the need or a victim expresses concern for personal safety.

4. Members shall assist victims in resolving tenancy concerns when appropriate. For example, they may request a person to leave the premises when he or she is not in lawful possession of the property and has been requested to leave by a victim who is in lawful possession of the premises. If the person refuses the request, the victim may make a private person's arrest or the member may make a probable cause arrest, if appropriate.
5. Members shall stand by for a reasonable period of time when a complainant or a suspect requests police presence while removing limited, essential items of personal property.
6. Pursuant to the provisions of Penal Code Section 293, members shall specifically inform victims of sexual offenses that their names will be a matter of public record unless they request non-disclosure of that information.

G. Children Exposed to Domestic Violence (CEDV)

When responding to domestic violence calls where children are present, members shall:

- a. List the child as a witness, if the child was in the home at the time of the incident or witnessed the incident. List children who reside in the home, but who were not present during the incident, in the body of the report.
- b. Remove the child from the suspect's sight and hearing and interview the child separately from the suspect. Limit the number of interviews and utilize the Multidisciplinary Interview Center (MDIC) as appropriate.
- c. Ascertain whether the child is a victim of a crime and document appropriately. Cross-report suspected child abuse or neglect to Child Welfare Services.
- d. Photograph the crime scene, including any evidence of child's exposure to violence, e.g. crib/child's bed in room where victim was injured, broken toys, etc.
- e. Absent exigent circumstances, do not use a child present at a domestic violence scene as an interpreter.

H. Seizure of Firearms and Other Weapons

1. Members at the scene of a domestic violence incident which involves a threat to life or a physical assault shall seize and

take temporary custody of firearms or other deadly weapons in plain sight or discovered pursuant to any lawful search. (Penal Code Section 12028.5)

- a. Firearms or other weapons shall be booked into the Property Unit and the person from whom taken shall be given a copy of the Property Report as a receipt. The report shall describe the weapon, including any serial or other identification numbers, and shall advise where and when it may be retrieved.
 - b. No firearm or other deadly weapon seized pursuant to this provision shall be held for *less than* 48 hours.
2. The provisions of Penal Code Section 12028.5 state that the weapon shall be “made available” to the owner no later than five (5) business days after seizure if it is not going to be used as evidence in a criminal proceeding resulting from the domestic violence incident or was not illegally possessed. It is the policy of the Department that firearms confiscated at domestic violence incidents shall be retained by the Department pending completion of a Department of Justice check by Property Unit personnel to confirm that the person claiming such firearms has the legal right of possession.
 3. The Department may initiate a petition in Superior Court to prohibit the release of a weapon if there is reasonable cause to believe that its return would be likely to endanger the victim or other person who reported an assault or threat.
 - a. Members filing such a petition shall document in the narrative of the pertinent report the need for such relief, check the appropriate box on the rear of the Domestic Violence Supplemental report form and forward a copy of the report to the Property Unit.
 - b. The Property Unit shall be responsible for filing the petition with the Superior Court and notifying the owner of the intent to retain the weapon, as set forth in Penal Code Section 12028.5.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-5

SUBJECT: EXPLOSIVE DEVICE INVESTIGATIONS

DATE: December 17, 1987 (Issued)
July 16, 2009 (Last Revision)

I. POLICY

- A. Members and employees shall deal with suspected explosive devices or reports thereof in the same manner as a confirmed explosive device.
- B. Personnel shall not [**Redacted**].
- C. The State Fire Marshall is responsible for [**Redacted**].

II. PROCEDURES

A. Suspected Explosive Device

- 1. The first member at the scene where a known or suspected explosive device has been found shall [**Redacted**].
- 2. [**Redacted**].
- 3. A supervisor shall respond and assume command of the scene.
- 4. The Communications Section shall [**Redacted**].
- 5. If the [**Redacted**].

B. Bomb Threat

- 1. The first member at the scene where a bomb threat has been received shall [**Redacted**]. .

General Order D – 5 (Redacted)

2. A supervisor shall respond and assume command of the scene.
3. The Communications Section shall [**Redacted**]l.
4. [**Redacted**].
5. Members shall [**Redacted**].

C. Post-Detonation Response

1. Members responding to reported detonation locations shall [**Redacted**].
2. In the event of a [**Redacted**].
 - a. [**Redacted**].
 - b. [**Redacted**].
 - c. [**Redacted**].
3. Members conducting searches shall be alert for victims beyond the immediate scene who are unable to call for help.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-6

SUBJECT: MENTALLY DISORDERED OR DEPENDENT PERSONS

DATE: August 6, 1984 (Issued)
November 24, 2009 (Last Revision)

I. POLICY

Personnel shall render assistance to individuals who are incapable of caring for themselves, or who are, as the apparent result of a mental disorder, gravely disabled or a danger to themselves or others. Such persons shall be detained and cared for in accordance with statutes, Solano County policies and this order, as applicable.

II. PROCEDURE

- A. A member who reasonably believes that a person may be in need of emergency psychiatric evaluation shall:
1. Conduct an initial assessment to establish probable cause for a 72-hour detention and have the Communications Section notify Mobile Crisis.
 2. Obtain medical clearance from Kaiser or Sutter Solano Hospital, as appropriate, for individuals who are ill, injured, intoxicated, or under the influence of a controlled substance (including the individual's prescribed medication where it reasonably appears that such medication has been misused).
 - a. If medical clearance is prolonged, members may request Mobile Crisis respond to the hospital and may, if the individual is cooperative, leave completed forms with hospital staff pending Mobile Crisis arrival.
 - b. If medical clearance is brief or unnecessary, members shall proceed to the Fairfield mental health facility and meet Mobile Crisis there.

General Order D - 6 (Redacted)

3. Inform their supervisor if transportation of the individual requires that the member leave the City of Vallejo.
 4. Inform the Watch Commander if it is necessary to stand by for the safety of hospital or Mobile Crisis staff, and obtain his or her approval if the standby exceeds, or is likely to exceed, thirty minutes.
- B. The Watch Commander shall be advised if Mobile Crisis declines to conduct an evaluation or does not concur that an involuntary commitment should be ordered. In such event, the Watch Commander shall:
1. Cause the subject person to be released, or booked for any related Penal Code violation, if applicable and appropriate.
 2. Cause a report to be prepared documenting the behavior that gave rise to the requested evaluation or commitment, the stated reasons for which the evaluation or commitment was refused, and the name of the Mobile Crisis staff member who refused to authorize the evaluation or commitment.
 3. Forward the report and copies of related documents to the Operations Bureau Commander, via the chain of command.
- C. Prior to booking a mentally disordered arrestee, members shall alert jail personnel and shall note "51-50" in the "Holds" area of the Arrest and Detention form and "Commitment declined by Solano County Mental Health" in the narrative area of the Arrest and Detention form.
- D. Members and employees shall render appropriate assistance to elder or dependent adults, as defined in Sections 15610.25 or 16510.27 of the Welfare and Institutions Code, and shall comply with reporting requirements in cases of the apparent abuse of such individuals.
- E. Personnel receiving notification from a mental health professional of the receipt of a "serious threat of violence" from a patient shall document such notification in a written report and on the appropriate DOJ form, forwarded to DOJ with the report.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-7

SUBJECT: DEATH INVESTIGATION

DATE: May 11, 1983 (Issued)
December 28, 2004 (Last Revision)

I. POLICY

- A. The Vallejo Police Department, in conjunction with the Solano County Coroner's Office, conducts prompt and thorough investigations of all deaths which occur from unknown or suspicious causes within Department jurisdiction.
- B. Members shall prepare a report on any death case to which they are assigned.
- C. The Watch Commander shall cause immediate notification of the Coroner when suspected human remains, skeletal remains or parts thereof, or any other matter which is suspected as human, are located.

II. DEFINITION

Suspicious death includes, but is not limited to:

- A. Deaths caused by external means, including fire;
- B. Apparent suicides, where no suicide note is found or no prior intent to commit suicide had been demonstrated;
- C. Deaths which occur some time prior to discovery, where there is no evidence that a life-threatening medical condition existed.

III. PROCEDURE

- A. Communications shall assign, at minimum, a member and supervisor to respond to reported deaths.

General Order D – 7 (Redacted)

- B. Members shall conduct death investigations in accordance with the Solano County Homicide-Death Investigation Protocol.
- C. Members shall take or arrange for photographs at all suicide scenes. Personnel shall not release the contents of suicide notes, but may, as appropriate, acknowledge their existence.
- D. Supervisors shall ensure scene security and direct the investigation.
- E. Personnel shall not disturb or remove a decedent nor the decedent's property, prior to the arrival of or authorization from a Deputy Coroner.
- F. Upon a determination that death occurred from natural causes, the responding supervisor shall notify the Watch Commander and Communications. Communications shall notify the Coroner, and the assigned member shall complete an information report.
- G. Where the cause of death is not immediately apparent, is not from natural causes, or is suspicious as defined herein, the supervisor shall notify the Watch Commander, who shall cause the Detective Division and the Coroner to be notified. Upon their arrival, investigators shall assume command of the scene, conduct the investigation and coordinate with the Coroner's Office, assisted by the assigned member. The assigned member shall complete such reports as are required by the investigator.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-8

SUBJECT: CLANDESTINE LABORATORY PROTOCOL

DATE: April 9, 1998 (Issued)
December 7, 2004 (Last Revision)

I. POLICY

- A. Department personnel who respond to incidents in which a suspected clandestine drug lab or other site believed contain hazardous materials has been found shall attempt to minimize exposure to themselves and other persons.
- B. Only Department personnel who have received specific training or who are under the immediate direction of such a person shall move, alter or deliberately come into contact with clandestine lab apparatus, chemicals or processes.

II. PROCEDURES

A. Notifications

- 1. A member or employee who believes that he or she has encountered a clandestine lab or similar site shall immediately make or cause notification to be made to the Communications Section, a field supervisor, the Watch Commander and the Vallejo Fire Department.
 - 2. Upon receipt of notification, Communications Section personnel shall notify a representative of the Special Investigations Section who, in turn, will advise United States Drug Enforcement Administration (DEA) personnel regarding the incident.
- B. A member or employee who makes unplanned contact with suspected clandestine lab or similar site shall:

- 1. [Redacted]

General Order D - 8 (Redacted)

2. If entry has been made, leave the premises immediately, without disturbing any apparent apparatus or conditions at the scene. Order other persons in the building to leave the premises as well.
 3. Absent compelling reasons to the contrary, do not attempt to rescue incapacitated persons until Fire Department personnel arrive to provide assistance.
 4. Make or cause the notifications noted in Part I-A, above, to be made.
 5. Avoid entering police vehicles or leaving the area if contamination has occurred. Notify Fire Department personnel of contamination, remove contaminated clothing, utilize the decontamination procedures provided by the Fire Department and advise Fire Department personnel of the need to preserve the clothing as evidence.
 6. Have contaminated suspects remove clothing and undergo Fire Department decontamination procedures before placing them in a transport vehicle. Preserve their clothing it may be of evidentiary value.
 7. Obtain a medical clearance for any contaminated suspect before he or she is booked. Notify Jail personnel about the decontamination and medical clearance at the time of booking and document those facts in the Arrest Report.
 8. Receive a medical examination and clearance before continuing other duties, if medical attention is deemed necessary.
- C. A field supervisor who responds to a suspected clandestine lab or similar site shall:
1. Identify an appropriate staging location for Fire Department and other personnel if a chemical or unidentified odor is detected or reported, or if it seems likely that a fire may occur.
 2. Confirm that the Fire Department, the Special Investigations Section and the Watch Commander have been notified. If Special Investigations Section personnel are not available,

cause notification to be made to the DEA agent who is responsible for liaison with the Department.

3. Absent emergency conditions, request Fire Department officials delay the declaration of a HAZMAT situation until Special Investigations Section personnel arrive on the scene.
 4. Oversee decontamination procedures. Document the exposure of Department personnel in accordance with existing policy regarding work-related injury.
 5. Conduct a critique and debriefing with involved personnel; prepare and submit a report to the Investigations Bureau Commander to advise, at the minimum:
 - a. The date, time and location of the debriefing session.
 - b. A synopsis of the incident and the Department's response to it.
 - c. A listing of personnel and equipment assigned to the incident.
 - d. Issues, problems and concerns identified during the review.
 - e. Conclusions and recommendations.
- D. A member of the Special Investigations Section who responds to a suspected clandestine lab or similar site shall:
1. Determine if the lab is functioning or has functioned at the site and decide whether DEA personnel are needed at the scene. If DEA lab personnel respond to the site, remain with them and prepare a report of their findings to the Investigations Bureau Commander.
 2. Prepare any needed search warrants.
 3. Keep the Watch Commander informed regarding the progress of the investigation and cleanup of the site.
 4. Delay any suspect interrogations by Department personnel until DEA agents determine if they will take responsibility for the investigation, pending Federal prosecution.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: D-9

SUBJECT: FIRE INVESTIGATION

DATE: April 23, 1980 (Issued)
December 20, 2004 (Last Revision)

I. POLICY

- A. The investigation of known or suspected arson incidents, fires occurring in conjunction with felony activity and any fire that results in serious injuries or death shall be accomplished in coordination with Fire Department personnel.
- B. *Serious injury*, for the purposes of this order, is defined as one which results in transport and admission to a hospital for treatment, beyond emergency care.

II. PROCEDURES

A. Fire Department

- 1. Fire Department personnel are responsible for determining the cause and origin of fires. They will:
 - a. Notify the Police Department immediately when:
 - (1) A fire results in the serious injury or death of any person, or
 - (2) They determine or suspect that a fire was caused by arson, occurred in the commission of any felony, or is suspicious in origin.
 - b. Collect and preserve arson evidence, where the arson does not involve a death, or other fire evidence. Either police or fire personnel may transport and book such evidence.

- c. Document and prepare reports of their findings and provide such reports to the Police Department.
 2. Fire Department personnel will provide technical and support services to police personnel conducting fire-related investigations. They will testify in court proceedings as expert witnesses.
- B. Police Department
 1. Members shall investigate fires which are known or suspected arsons, or which result in serious injury or death.
 2. When an arson fire results in death, the Watch Commander shall invoke the Homicide Protocol and shall notify or cause notification of a Detective Division supervisor and on-call detectives.
 3. When an arson fire results in death, a member or a designee shall be responsible for collecting, preserving, transporting and booking all evidence. Fire Department personnel may assist in locating and identifying such evidence.
 4. The Police Department retains primary responsibility for coordinating the investigation of fires which have occurred in connection with a felony but have not resulted in serious injury or death.
 5. When a fire results from a felony violation other than arson (e.g., clandestine lab operation, marijuana grow-light fire), a member or a designee shall be responsible for collecting, preserving, transporting and booking criminal evidence at the scene.
 6. The Watch Commander shall coordinate with the on-scene Fire Department commander to determine if additional police resources are needed at the scene of any arson or fire of suspicious origin. With the concurrence of the Fire commander, the Watch Commander may request assistance from the Solano/Napa County Fire Investigation Unit.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-10

SUBJECT: "OFFICER'S DECLARATION" PROCEDURE

DATE: October 10, 2005 (Issued)

I. POLICY

- A. Pursuant to California Vehicle Code Section 40902, persons cited for violations of the Vehicle Code who do not reside in the county in which the citation is issued are permitted to contest the citation in a Trial by Written Declaration.
- B. When a Trial by Written Declaration is authorized for a citation issued by a Department member, that member shall complete and return the "Officer's Declaration" (Judicial Council of California TR-235), in lieu of an appearance before the Traffic Commissioner.

II. PROCEDURE

- A. Personnel shall forward requests for an Officer's Declaration to the Court Liaison Unit for processing. Court Liaison staff shall log such requests and deliver them to the pertinent member's supervisor or commander in the same manner as subpoenas to be served.
- B. The supervisor or commander shall assign the Declaration request to the involved member with a due date, generally the same day, which permits sufficient time for internal review and return to the Court.
- C. The member shall complete and return the Declaration to the supervisor by the due date. The Declaration shall completely describe the facts and circumstances of the citation and shall articulate the same information as the member would be expected to provide in court testimony. Under no circumstances shall a member forward a Declaration to the Court absent the review and approval of a supervisor.

- D. The supervisor shall review the Declaration for proper completion and legal sufficiency and shall return the completed Declaration to the Court Liaison Unit, after making and forwarding a copy to the Traffic Division Commander.
- E. Improperly completed Declarations shall be returned to the member for further information or correction.
- F.

SAMPLE DECLARATION
Violation of Vehicle Code Section 22350

On (date) at approximately (time) I was in full uniform, driving marked Vallejo Police Unit # (XXX). I have been a Vallejo Police officer for (15) years and have written approximately (250) speeding citations. I received training in traffic enforcement procedures in the Police Academy and again in (2002) while attending (Advanced Officer School).

While traveling E/B on Georgia Street from Amador Street, I observed a blue Lexus, also E/B, in the #1 lane, at what appeared to be high rate of speed. I followed the suspect vehicle for two tenths of a mile (20 blocks) and "paced" the vehicle at 52 miles per hour. The posted speed limit on that section of Georgia Street is 35 mph and the safe (prima facie) speed is also 35 mph. There were several other vehicles also E/B on Georgia Street and the violator's action created a danger to those drivers.

I affected an enforcement stop on Georgia Street at Colum Parkway. I identified the driver as John Doe by his California Driver's license and issued him a citation for violation of California Vehicle Code Section 22350, Unsafe Speed. During the stop, Mr. Doe stated that he was in a hurry to get home because was late for dinner.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-11

SUBJECT: REMOVAL OF VEHICLE FROM RECREATIONAL
VEHICLE PARK

DATE: November 28, 2005 (Issued)

I. POLICY

In accordance with Civil Code Section 799.58 "Removal of Vehicle from Recreational Vehicle Park", as set forth below, the Department assists in the removal of a defaulting occupant from a recreational vehicle when all the requirements of the Civil Code have been met:

"Subsequent to serving a copy of the notice specified in this article to the city police or county sheriff, whichever is appropriate, and after the expiration of 72 hours following service of the notice on the defaulting occupant, the police or sheriff, shall remove or cause to be removed any person in the recreational vehicle. The management may then remove or cause the removal of a defaulting occupant's recreational vehicle parked on the premises of the park to the nearest secured storage facility. The notice shall be void seven days after the date of service of the notice."

II. DEFINITIONS

Occupant - the owner or operator of a recreational vehicle which has been present in the park for a period of **30 days or less**.

Defaulting occupant - an occupant who fails to pay for his or her occupancy in a park or who fails to comply with reasonable written rules and regulations of the park, given to the occupant upon registration.

III. PROCEDURE

A. This Civil Code section does not apply to tenants or residents who:

1. Must be formally evicted.

2. Are in recreational vehicles which have been converted to permanent structures (e.g. wheels removed, permanent or semi-permanent foundations installed, permanent additions constructed, etc.)
- B. Upon receipt of a request from the owner or operator of a recreational vehicle park to enforce the provisions of Civil Code Section 799.58, members and employees shall direct the individual making the request to telephone the Community Services Division Northern Station during normal business hours to make appointment. Such requests shall not be assigned to fi its.

The Community Services Division Commander shall ensure that such requests are resolved within a reasonable period time, consistent with other responsibilities and priorities.

- C. The management or person responsible for operation of recreational vehicle park must serve a notice to the o ant of the vehicle, and to the Department, stating that if the vehicle is not removed from the premises within 72 hours after receipt of the notice, park management has the authority to have the removed. The notice and removal procedures remain in for seven days. After seven days, the process is void and a new notice must be issued.

Personnel receiving such notices shall forward them to the Community Services Division Commander.

- D. **No enforcement action shall be taken unless all of the following requirements have been met.**

Prior to enforcement, the assigned member shall ensure:

1. The registration agreement between the park and the occupant is in writing. Verbal agreements shall not enforced. The notice must be addressed to a specific person and reflect his/her full name.
2. A written document exists setting forth the term of the occupancy, the rent, and the fees (if any) for park services. The document must clearly state the grounds for which defaulting occupant's vehicle may be removed, as specified in Civil Code Section 799.22.

General Order E - 11 (Redacted)

3. A 72-hour notice has been served pursuant to the code and that the notice contained the telephone number of the Vallejo Police Department. The notice may be posted on the recreational vehicle if the occupant cannot be located.
 4. A sign has been posted at the entrance (or entrances) the property, indicating that vehicles may be removed from the premises for the reasons specified in Civil Code Section 799.22 and containing the Vallejo Police Department's telephone number.
- E. Members shall make every effort to encourage the occupant or occupants to leave the premises voluntarily. If voluntary compliance cannot be obtained, the occupants may be subject to a citizen's arrest for violation of Penal Code Section 602(o). If the property owner or manager declines to make a citizen's arrest, no further action shall be taken. Members shall not initiate probable cause arrests solely for violation of this section.
- F. The assigned member shall complete an "information report" setting forth the details of the removal process. The report shall, as a minimum, contain a signed statement from the park owner, operator or manager certifying that the provisions of Civil Code Section 799.58 have been complied with. The statement should contain the following elements:

I certify that I served a removal notice to (name of occupant) on (date) and mailed a copy of that notice to the Vallejo Police Department. Additionally, I posted a copy of the notice on the vehicle to be removed on (date). The vehicle to be removed is a (description of the vehicle and license number). The was originally parked on the property on (date) and has not been present on the property for more than 30 days. I further certify that all the requirements of California Civil Code Sections 799.55 et. seq., along with all other legal requirements, have been met.

A copy of this Order may be provided to the park owner, operator or manager.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-1

SUBJECT: COLLISION INVESTIGATION

DATE: October 29, 1987 (Issued)
December 27, 2004 (Last Revision)

I. POLICY

Members shall conduct investigations of and document traffic collisions in accordance with the Collision Investigation Manual and this Order.

All collisions involving damage to City property, including City vehicles, shall be documented.

II. PROCEDURE

A. Members shall document collisions in the Investigative, the Report, or the Property Damage Only (PDO) format, as outlined in Collision Investigation Manual.

B. Investigative Format

1. Members shall use the investigative format whenever a collision occurs in which one or more of the following circumstances apply:

- a) Fatality;
- b) Severe injury, as defined in the Collision Investigation Manual, or serious injury requiring professional treatment e.g., sutures, broken bones, surgery, etc.;
- c) An involved party is in violation of 2800 CVC, 20001 CVC, 20002 CVC and/or 23152 CVC. An arrest is made and the collision was not observed by a member;
- d) A City vehicle collides with a private vehicle on a public roadway. The member shall forward a copy of the report to the Vallejo Public Works Department and to Risk Management;

- e) The City of Vallejo may incur substantial loss or liability;
 - f) An involved party is in violation of 20002 CVC and sufficient information is available to identify the suspect driver through follow-up (the suspect driver can be identified and the license plate of the suspect vehicle is available);
 - g) A supervisor believes that an investigation is appropriate.
2. The investigative format requires statements from involved persons and witnesses, documentation of physical evidence, photographs if they will serve an evidentiary purpose, reasonably accurate measurements, and a sketch or factual diagram.
- a) Factual diagrams are required for fatal and severe injury collisions and optional on all others.
 - b) Members shall consider the circumstances and severity of the collision and the likelihood of prosecution in determining the necessity for a factual diagram.

C. Report Format

1. The report format shall be used whenever one or more of the following circumstances apply:
- a) Complaints of pain, or visible injuries not defined as severe;
 - b) An involved party is in violation of 2800 CVC, 20001 CVC, 20002 CVC, 23152 CVC and the collision was observed by a member;
 - c) Hit-and-run collisions other than those requiring the Investigative Format;
 - d) Collisions involving damage to City property, including City vehicles, other than those involving a City vehicle colliding with a private vehicle on a public roadway. The member shall forward a copy of the report to the Vallejo Publ Works Department and to Risk Management.
2. A report format requires statements from involved persons and witnesses present, a sketch and approximate measurements identifying the location of the point of impact. Photographs are not required. When it is not possible to obtain all necessary

information, the member shall complete the report to the extent possible, but no effort need be made to obtain information from a person who has left the scene.

D. Property Damage Only (PDO) Collisions

1. The Property Damage Only (PDO) form may only be used when a counter report is taken, or when the collision involves one or two parties and no:
 - a. Injuries or fatalities;
 - b. Anticipated prosecution;
 - c. City property (including City vehicles); or is a,
 - d. Hit-and-run where there is no responsible party information
2. The member or employee shall complete the top portion the face page and give each party one of the attached copies. The member or employee shall then complete the PCF and Collision Analysis check boxes and include a brief summary of how the collision occurred.

E. Counter Reports

1. For property-damage-only, hit-and-runs without leads, or late-reported collisions, the member or employee shall give the citizen a DMV Traffic Accident Report and a PDO to complete. If the citizen claims an injury, he/she shall be asked to complete an Injured/Witness page. The PDO shall be forwarded to the Records Section.
2. Narratives are not required on Counter Reports.
3. Personnel shall advise citizens that illegible forms cannot be processed.
4. Members shall assist with counter reports only when directed by a supervisor.
5. Where injuries, death, intoxication, drugs, or damage to City property do not appear to be factors and an involved vehicle has been moved a substantial distance from the scene before the Department is notified, Communications may advise the citizen to bring the vehicle to the Police Department and make a counter report.

F. Collisions on Private Property

Vehicle collisions on private property are a civil matter, unless violations of 20001 CVC, 20002 CVC, 23152 CVC, or City property damage, death or injury are involved. Members shall be assigned to private property collisions only when required to preserve the peace.

III. COMMUNICATIONS PROCEDURE

- A. Upon receipt of a call regarding a vehicle collision, Communications Division personnel shall ascertain if there are injuries. If there are not, and the incident does not meet the criteria enumerated in (B), below, they shall direct the parties to exchange names, insurance and vehicle registration information.
- B. If police assistance is requested but the appropriate is not available, the reporting parties shall be advised that they may come to the station to make a Counter Report or that response will be delayed pending the availability of an appropriate field unit. A field unit shall be dispatched in the following instances:
 - 1. There are fatalities and/or injuries requiring immediate medical attention.
 - 2. There are investigative leads or suspects related to a 20002 CVC.
 - 3. A driver is reported to be under the influence of alcohol or drugs.
 - 4. Any involved party cannot, or will not, provide all required information.
 - 5. There is a verbal or physical disturbance between involved parties or an involved party expresses concern for his/her personal safety.
 - 6. An involved vehicle(s) is disabled and cannot be removed from the roadway, or some other traffic hazard is present.
 - 7. A City vehicle or City property is involved .
 - 8. It is unknown if there are any injuries involved.
- C. Patrol members shall be assigned to non-injury, minor injury, and unknown injury collisions in preference to traffic officers. If neither is

available, the reporting parties shall be informed that they may be required to return to the station to make a Counter Report or wait for an available unit.

- D. Traffic officers (when available) shall be assigned to fatal collisions, collisions where severe injuries exist and collisions involving City vehicles, in preference to Patrol members.
- E. A member who observes a collision shall, when possible, have assignment priority.

IV. TRAFFIC DIVISION

The Watch Commander shall notify or cause notification of a Traffic commander or supervisor in the event of any fatal collision, any collision with potential fatalities, or any serious injury collision involving on-duty City personnel.

V. COLLISIONS INVOLVING DEPARTMENT VEHICLES

- A. Department personnel shall not document collisions in which they are involved, nor write their own statements in such cases. If available, a Traffic Division officer shall document the collision. If a Traffic Division officer is not available, a senior Patrol member shall document the collision but shall not interview the involved member or employee.
- B. A supervisor shall take the involved member or employee's statement, unless otherwise directed.
- C. The assigned member shall document the collision utilizing the Investigative Format. The assigned member shall write "Refer to Supervisor's Supplement" in lieu of the involved member or employee's statement. Under the headings of Summary, Cause, and Recommendations, he/she shall write "Refer to Traffic Division".
- D. The report shall be forwarded to the Traffic Division for review and determination of cause and fault.

VI. CITATIONS

- A. When a collision investigation establishes that the elements of a violation exist, members who use the investigative report format shall complete a citation, unsigned by the violator, as follows:
 - 1. Members who are qualified in accordance with Vehicle Code

Section 40600 shall sign the citation as the “Issuing Officer”.

2. Members who are not qualified in accordance with Vehicle Code Section 40600 shall sign the citation in the “Name of Arresting Officer If Different From Issuing Officer” portion of the citation. Where the sole violations involve failure to present driver’s license, proof of insurance, or vehicle registration, the member may sign as the “Issuing Officer”.
 3. Members shall not submit citations for collisions involving City vehicles, but shall forward such reports to the Traffic Division Commander for review and disposition.
 4. All copies of the citation except the member’s copy shall be attached to the collision report. The Traffic Division supervisor shall review the investigation and will sign the citation as “Issuing Officer”, if appropriate.
- B. Member qualifications under 40600 CVC and citation procedures remain the same for members writing a “report format” collision report. A citation may be written for the “primary collision factor” (PCF), when the facts of the collision are not in dispute and are supported by statements and physical evidence.
- C. Citations are not required on D.U.I. arrests in which the subject was booked. Members shall list recommended violations on the Arrest Report.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-2

SUBJECT: VEHICLE TOWS

DATE: August 21, 1995 (Issued)
February 7, 2005 (Last Revision)

I. POLICY

- A. The Department, in compliance with statutory provisions, tows vehicles which constitute a hazard, are in prohibited locations, are abandoned, or are seized as or require processing for evidence.
- B. The provisions of this order apply to motor-driven vehicles, trailers, and motorized bicycles, scooters and mopeds.
- C. Personnel shall make reasonable efforts to locate the owners of vehicles, where such action may prevent unnecessary tows.

II. PROCEDURE

A. Tow Requests

1. Department

- a. Personnel may, upon approval of a supervisor and pursuant to a statute or for evidentiary purposes, order a Department tow for:
 - 1. A single vehicle, or, under hazardous conditions,
 - 2. Multiple vehicles.
- b. Under normal conditions, personnel shall effect tows for abandoned and/or multiple vehicles by routing completed CHP 180 forms to the Abandoned Vehicle Coordinator (“file tow”).

General Order E – 2 (Redacted)

- c. Personnel shall generally remain at the scene until the tow vehicle arrives.
 - d. Personnel shall obtain approval from a supervisor or investigator prior to towing vehicles to the Property Unit.
 - e. Where Vallejo Enforcement of Traffic Offenders (V.E.T.O.) does not apply, personnel may leave at the scene any vehicle from which the driver is arrested, if the owner gives informed consent.
2. Owner/Operator Request
- a. Personnel may order an owner/operator-requested tow through Communications.
 - b. Where the owner/operator does not express a preference, Communications shall send a tow company under contract to the City.
 - c. Personnel shall order an owner/operator tow only where that person or a designee agrees to remain with the vehicle until the tow arrives.
3. Abandoned Vehicles
- a. Responsibility
 - 1. Personnel regularly assigned to a substation, police assistants assigned to the Operations Bureau, cadets and/or volunteers have primary responsibility for marking abandoned vehicles within City limits.
 - 2. Other personnel may mark abandoned vehicles within their assigned area as time permits.
 - b. Marking
 - 1. Where the vehicle is not a hazard as defined in Vehicle Code Section 22669(d), personnel marking a vehicle to be towed shall securely attach a warning sticker to the vehicle

windshield no less than 72 hours prior to the actual tow.

2. The member or employee attaching the sticker shall complete the first portion of a CHP 180 form and submit the form, with the vehicle mileage recorded, or a notation regarding the manner in which the vehicle was marked, to the Vehicle Abatement Coordinator.
3. The tow company picks up copies of completed forms from the Vehicle Abatement Coordinator. It is not necessary for Department personnel to be present when the vehicle is towed.

c. Abandoned Vehicles on Private Property

Personnel receiving complaints regarding abandoned, wrecked, dismantled or inoperative vehicles on private property shall refer the complainant to the appropriate Department substation. The complaint shall then be processed as follows:

1. A member or employee assigned to the substation shall conduct a field check to verify the complaint and gather information necessary for processing.
2. The member or employee shall prepare and send by certified mail, to the registered owner of the vehicle and to the property owner, a "Notice to Abate Public Nuisance". Upon receipt of such notice, either party may within ten (10) days request a hearing.

The member or employee shall forward a copy of the notice to the Abandoned Vehicle Coordinator.

3. Ten (10) days after verification of mail delivery, if no hearing has been requested, the Abandoned Vehicle Coordinator shall issue an administrative citation.

4. After the third such citation, the Abandoned Vehicle Coordinator shall cause a member or employee to stand by for a private property tow under authority of Vallejo Municipal Code 7.64 (Abandoned Vehicle Ordinance).

- d. Removal by Property Owners

Personnel shall advise property owners requesting vehicle removal from their own property to request a private tow.

B. Department Holds

1. Vehicle Holds

- a. Vehicle holds placed pursuant to California Vehicle Code (CVC) Sections 22651(i) and 22651(o) remain in force until canceled by the Department.
- b. Hit-and-run holds and 10851 CVC holds for "prints only" expire 48 hours after the tow unless the vehicle is released sooner or the hold is extended by an investigator.
- c. All other holds expire 72 hours after the tow unless the vehicle is released sooner or the hold is extended by an investigator.

2. Evidence

- a. Personnel shall place holds only where the vehicle has inherent evidentiary value or for some other compelling reason, including, but not limited to, in anticipation of a search warrant, where a disputed title exists, where a VIN plate appears altered, or at the request of an investigator.
- b. If more than one investigative unit has evidentiary interest in a vehicle, one hold shall be placed and copies of the report directed to the interested unit(s).
- c. Personnel towing unoccupied vehicles displaying false evidence of registration shall complete a CHP 180 Form and book the false registration into evidence. No hold on the vehicle is necessary.

3. Processing

- a. Personnel shall make every effort to process vehicles at the scene and shall obtain and document supervisory approval prior to placing a hold solely for evidence processing.
- b. Personnel holding a vehicle for processing shall note on the hold the specific procedure(s) requested, route a work order request to the Detective Division and inform the tow truck operator of any special handling required for the vehicle.

C. Responsibilities

1. Records Section

Records section personnel shall:

- a. Maintain records concerning tows, holds, releases and notifications.
- b. Make Stolen Vehicle System (SVS) entries for abandoned auto tows and verify tow entries made by Communications.
- c. Release vehicles held solely for evidence processing, upon notification that the processing has been completed.

2. Communications Section

Communications personnel shall:

- a. Order all tows except those for abandoned autos or multiple tows under non-hazardous conditions.
- b. Make SVS entries, when personnel from the Records Section are unavailable, and forward such information to the Records Section.

3. Detective Division

- a. The investigator assigned to a case involving a vehicle on which a hold has been placed shall notify

any other departmental units which may have an interest in the vehicle.

- b. If a hold is necessary for longer than 72 hours, or 48 hours in the case of hit-and-run and stolen vehicles, the investigator shall notify the Records Section via a supplemental report.
- c. The investigator shall release the vehicle hold in a timely manner and shall notify the Records Section in writing.

D. Tows in Error

Personnel shall refer allegations of improper tows to the Operations Bureau Commander.

E. Vehicle Release Procedures

Personnel releasing vehicles towed under Department authority shall:

1. Refer individuals seeking the release of vehicles impou under VETO program to the VETO Hearing Officer or designee.
2. Require proper identification, including, but not limited to, valid driver's license, Department of Motor Vehicles (DMV) identification card, government or military photo identification, or passport.
3. Release vehicles only to the current registered or legal owner of record as shown by DMV. An original, notarized letter from an owner or a court order, authorizing another to obtain the vehicle, is acceptable. If the owner is unable to obtain current registration, a DMV "Deposit of Fees" receipt and "Temporary Operating Permit" are required.
4. Release vehicles to representatives of corporate legal owners only upon presentation of an original letter of authorization on the legal owner's letterhead, and to representatives of private legal owners upon presentation of an original, notarized letter from the legal owner.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-3

SUBJECT: VEHICLE IMPOUNDS AND RECOVERIES

DATE: April 22, 1988 (Issued)
April 25, 2005 (Last Revision)

I. POLICY

- A. Personnel are responsible for making notifications to the owners of recovered stolen or impounded vehicles in accordance with this order.

II. PROCEDURE

- A. Supervisors reviewing reports of locally stolen vehicles which have been recovered shall verify that Communications has attempted and documented telephone contact with the reporting party and that a "Recovered Stolen Vehicle" form (see attachment) has been completed.
- B. Notice of Stored Vehicle
 - 1. Personnel who tow or impound vehicles or recover stolen vehicles shall complete a CHP 180 "Vehicle Report" form.
 - 2. Records personnel shall mail the "Notice of Stored Vehicle" portion of the CHP 180 form to the appropriate person, company or agency and shall document the date of mailing on the face of the form.
- C. Vehicles Stolen and Recovered Locally
 - 1. If a vehicle is stolen and recovered in the City of Vallejo, the member or employee making the recovery shall use the same case number as the original stolen vehicle report.
 - 2. Communications personnel shall immediately clear the vehicle from the Stolen Vehicle System (SVS) and attempt contact the registered owner. Contact and attempts shall be

documented on a “Recovered Stolen Vehicle” form, attached to the SVS printout and forwarded to Records.

- 3 If Communications has been unable to contact the registered or legal owner, Records personnel shall attempt to call the registered or legal owner. Contact and attempts shall be documented on a “Recovered Stolen Vehicle” form.
- 4 If Records is unable to contact the registered or legal owner, Records personnel shall send the “Notice of Stored Vehicle” to the registered/legal owner of the vehicle. If there is no “Notice of Stored Vehicle”, Records personnel shall send a “Recovered Stolen Vehicle Notification Letter” to the registered/legal owner.

D. Vehicles Stolen Elsewhere and Recovered Locally.

- 1 If a vehicle stolen elsewhere is recovered in the City of Vallejo, Communications shall send a locate message to the originating agency (ORI), attempt registered owner notification, complete a “Recovered Stolen Vehicle” form and attach the SVS printout to it.
- 2 The reviewing supervisor shall attach the SVS printout to the CHP 180 recovery report.
- 3 Records shall send the “Notice of Stored Vehicle” to the ORI and to the registered/legal owner of the vehicle. If there is no “Notice of Stored Vehicle”, Records personnel shall send a “Recovered Stolen Vehicle Notification Letter” to the registered/legal owner.

E. Vehicles Stolen Locally and Recovered Elsewhere.

- 1 If a vehicle stolen in the City of Vallejo is recovered elsewhere, Communications shall complete a “Recovered Stolen Vehicle” form, clear the vehicle in SVS and for the information to Records.
- 2 Records personnel shall route a copy of the locate printout and “Recovered Stolen Vehicle” to Investigations.

F. Unoccupied Vehicles

- 1 When an unoccupied vehicle is towed or impounded, Records personnel shall enter the vehicle into the CLETS

General Order E – 3 (Redacted)

system and attach a copy of the CLETS entry to the CHP 180 form.

- 2 Records personnel shall send the “Notice of Stored Vehicle” portion to the registered/legal owner of the towed or impounded vehicle.

G. Police Holds

- 1 Personnel shall only place holds on impounded vehicles when the vehicle is needed for further investigation or has evidentiary value. The reason for the hold shall be documented on the CHP 180.
- 2 Vehicles held as evidence or to be processed shall generally be taken to the designated tow company’s facility. Upon approval of the Watch Commander, vehicles related to major cases may be towed to the Property Unit. Such vehicles shall be released to the registered or legal owner when cleared, or towed to a tow company’s facility for storage at the owner's expense. The investigating member is responsible for the expeditious processing and release of vehicles towed to the Property Unit.
- 3 Personnel shall complete a Property Report, in addition to the CHP 180 form, for vehicles towed to the Property Unit. Vehicle keys shall be booked into evidence.
- 4 Asset-seized vehicles shall be driven, by a member if possible, to the designated storage yard.

RECOVERED STOLEN VEHICLE

VALLEJO CASE NUMBER _____
OTHER AGENCY CASE _____

PERSON/AGENCY REPORTING _____ PHONE _____

LOCATION WHERE RECOVERED _____ LIC # _____

STORED AT _____ SPECIAL CIRCUMSTANCES _____

VEHICLE CONDITION _____

FLOW CHART

COMPLETED BY \ DATE \ TIME

RECEIVED CALL OF RECOVERY _____

CONFIRMED BY (WHEN APPLICABLE) _____

REMOVED FROM SVS _____

LOCATE SENT (WHEN APPLICABLE) _____

FCN _____

R/O CALLED by Comm Op contacted _____

(if no contact, P.C. attempts) no contact _____

L/O CALLED (if appropriate) contacted _____

no contact _____

MESSAGE LEFT _____

(name and phone number)

TO BE COMPLETED BY RECORDS

NOTICES MAILED TO R/O _____ Y/N _____ BY _____

TO L/O _____ Y/N _____ BY _____

ROUTED BY _____

REMOVED FROM LOCAL Y/N _____ BY _____

ALERTS REMOVED Y/N _____ BY _____

ATTACH ALL CLETS PRINTOUTS--ROUTER TO COMPLETE ABOVE, IF NECESSARY

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-4

SUBJECT: VEHICLE INVENTORY SEARCHES

DATE: June 25, 1991 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

- A. Personnel shall complete a written inventory of contents before any vehicle is towed for storage or impoundment.
- B. Property, other than evidence, contained in an impounded or stored vehicle becomes the responsibility of the towing contractor accepting custody of the vehicle. The Department has no duty or obligation to safeguard non-evidentiary property.

II. PROCEDURE

- A. Vehicle Search
 - 1. Before a vehicle is towed, all accessible containers, areas capable of hiding contraband or items of value, and articles of clothing shall be searched and inventoried.
 - 2. Locked compartments, containers or other inaccessible areas of the vehicle shall not be forced open unless immediate access is needed to accomplish a specific police purpose.
 - a. If a locked compartment, container or other area is forced open, every effort shall be made to minimize damage and any damage that results shall be documented in detail on the inventory form.
 - b. If immediate access is not required, the fact that the compartment or container was locked and not inventoried shall be recorded on the inventory form.

B. Property Disposition

1. Personnel shall remove and book items of apparent evidentiary value from the vehicle. The location from which the items were recovered, and the fact that they were removed and booked, shall be recorded.
2. Personnel shall remove non-evidentiary items which appear to have a value in excess of \$500 (other than installed vehicle equipment) and items of inherently high value, such as money, jewelry, furs and the like from the vehicle. Such items shall be booked as safe keeping, or with the arrestee, or, upon approval of a supervisor, released to the owner or owner's agent.
 - a. Personnel shall advise the tow operator of any such removal and, in the case of items booked as safekeeping, shall provide a copy of the property report to the person responsible for the vehicle, if he or she is available.
 - b. Personnel shall consult a supervisor regarding the disposition of high-value items that cannot be booked because of size or other factor.
3. Personnel may remove items of apparent value other than those listed in (2), and book them as safekeeping, or with an arrestee, or offer the owner or arrestee the opportunity to make other arrangements for such items. If such items left with the vehicle, the member or employee shall list the items in detail on the inventory form, including a description of each item, its location within the vehicle and any identifying numbers that may be available.
4. Trash, apparently unimportant papers and similar junk items may be listed on the inventory form as such, without a detailed description.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-5

SUBJECT: EMBEZZLED VEHICLES

DATE: March 17, 1983 (Issued)
January 17, 2005 (Last Revision)

I. POLICY

In accordance with the California Vehicle and Penal Codes, vehicles reported as embezzled shall not be entered into the Stolen Vehicle System (SVS) as stolen until an arrest warrant for the person charged with the embezzlement has been issued by the District Attorney's Office.

II. DEFINITIONS

Embezzlement - "Fraudulent appropriation of property by a person to whom it has been entrusted."

Examples of embezzled vehicles include, but are not limited to: vehicles loaned to friends or associates for a specified length of time and not returned; vehicles loaned to customers or prospective customers and not returned; rented or leased vehicles which are not returned within five (5) days of the due date.

SVS – The California Law Enforcement Telecommunication System's Stolen Vehicle System

III. PROCEDURE

A. Personnel informed of an embezzled vehicle shall ensure that Communications is notified and provided with sufficient information to enter the vehicle into SVS as a "Lost Vehicle".

In those instances where suspect parties have furnished completely false information to victims, it is presumed that theft was intended and the provisions of 10851 CVC shall apply.

B. Communications shall enter the vehicle as "Lost", including

General Order E – 5 (Redacted)

information that the vehicle may be embezzled and is to be held for the victim.

Such vehicles shall remain in SVS as “lost” until such time as an arrest warrant is obtained, or the case is closed, or period that SVS retains reported lost vehicles has elapsed.

- C. Personnel shall route embezzled vehicle reports to the Detective Division, which shall be responsible for procuring arrest warrants and for causing SVS entries to be changed, as needed.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-6

SUBJECT: FREEWAY JURISDICTION

DATE: January 10, 1972 (Issued)
January 11, 2005 (Last Revision)

I. POLICY

The Vallejo Police Department coordinates with the California Highway Patrol in the investigation of incidents occurring on Vallejo freeways.

Members shall not routinely conduct traffic enforcement on Vallejo freeways. Members using a freeway to traverse the city may enforce traffic laws upon observing a violation.

II. PROCEDURE

- A. The Department has jurisdiction and is responsible for the investigation of criminal cases, other than violations of the Vehicle Code (auto theft excepted), which occur on freeways within the corporate limits of the city.
- B. The California Highway Patrol has jurisdiction and is responsible for the enforcement of the Vehicle Code (auto theft excepted) on freeways, including on-and off-ramps. The Department may provide assistance in emergencies and may stand by at an incident until CHP arrives.
- C. Jurisdiction for accident investigation and Vehicle Code enforcement on state routes within the corporate limits of the City of Vallejo shall be determined jointly by the Department and the California Highway Patrol.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-7

SUBJECT: JUMPER CABLES

DATE: November 4, 2003 (Issued)
December 13, 2004 (Last Revision)

I. POLICY

- A. Jumper cables maintained in designated marked supervisors' vehicles are for use on City of Vallejo vehicles only, absent supervisor approval.
- B. Patrol sergeants and corporals are responsible for the jumper cables in the vehicle to which they are assigned, and for their proper use.

II. PROCEDURE

A. General

1. Connect one end of the positive (red) cable to the positive terminal of the charged battery. Connect the other end to the positive terminal of the discharged battery.
2. Connect one end of the negative (black) cable to the negative terminal of the charged battery. Connect the other end to the engine block of the disabled vehicle, away from the discharged battery.
3. Step away from the connections and attempt to start the disabled vehicle.
4. Remove the cables in reverse order.
5. Submit a written memo to the Corporation Yard documenting the use of jumper cables on disabled Department vehicles.

B. Patrol Vehicles

General Order E – 7 (Redacted)

1. Marked unit batteries will fail when headlights or emergency lights are operated for prolonged periods while the engine is off.
2. Allow a marked unit to run after jump-starting, to re-charge the battery.
3. If the battery fails to charge, place the unit in the Corporation Yard and submit a written memo.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-8

SUBJECT: VALLEJO ENFORCEMENT OF TRAFFIC OFFENDERS
(VETO) PROGRAM

DATE: January 19, 2000 (Issued)
November 1, 2006 (Last revision)

I. POLICY

- A. The Department adopts the Legislative findings of the 1994 Safe Streets Act, Section 14607.4 CVC.
- B. Consistent with the Department's function as a community caretaker, the Vallejo Enforcement of Traffic Offenders (VETO) Program is intended to minimize the hazard to public safety represented by drivers who are unlicensed, have had their driving privileges suspended or revoked, whose driving privilege cannot be established, or who operate a vehicle outside the restrictions of their license. This is accomplished through vigorous enforcement of applicable California Vehicle Code sections, including 14602.6 CVC and 14607.6 CVC.

II. PROCEDURE

- A. Members making enforcement contact with the driver of a motor vehicle shall attempt to determine the identity and driving status of that individual and shall, absent a supervisor's authorization, impound the vehicle pursuant to VETO (14602.6 CVC, and 14607.6 CVC) under the following circumstances:
 - 1. Impound for 14602.6 CVC when:
 - a) The license status is suspended or revoked pursuant to sections 14601(a), 14601.1(a), 14601.2(a), or 14601.5(a) CVC
 - b) The license status is suspended or revoked with the following restrictions, and the driver is in violation of those restrictions:
 - 1) "May drive employer's vehicle during course of employment."

2) "May drive to and from work and treatment program."

c) The driver has never been issued a driver's license for the type of vehicle driven. (12500(a) CVC)

EXCEPTION: Members shall not impound vehicles driven by 12500(a) CVC drivers pursuant to 14602.6, 14607.6 CVC or 22651(p) CVC when:

1) The registered owner of the vehicle is present and properly licensed, in which case the driver shall be cited and the vehicle shall be released to the registered owner.

2) The registered owner is present, but unlicensed, and he or she designates a licensed driver at the scene to take possession of the vehicle.

Under these circumstances, the registered owner may be cited for violation of 14604(a) CVC.

2. Impound for 14607.6 CVC when the driver has no license in his/her possession or possesses a driver license expired more than 30 days, and the officer is unable to determine the status of the driving privilege through C.L.E.T.S.

3. Impound for 22651(p) CVC when the license status is suspended for W&I or Family Code (child or spousal support) violations, except under the conditions listed in subsection B. This is *not* a Safe Streets Act (VETO) impound.

B. Members shall arrest drivers whose identity cannot be established, pursuant to 40302(a) CVC.

C. Members shall issue a citation or arrest the driver for appropriate unlicensed or suspended license CVC violations pertinent to the VETO impound.

D. Members shall provide a case number and VETO information sheet to drivers whose vehicle has been impounded under VETO.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: E-9

SUBJECT: ASSISTANCE TO STRANDED MOTORISTS

DATE: March 4, 1986 (Issued)
March 29, 2004 (Last Revision)

I. POLICY

- A. Consistent with the provisions of California Vehicle Code Section 20018, it is the policy of the Department to render assistance to motorists who apparently are disabled on roadways within the City of Vallejo.
- B. In accordance with that section, a copy of this policy statement shall be made available to the public, upon request.

II. PROCEDURE

- A. On-duty members who observe apparently disabled vehicles stopped on roadways within the City shall investigate to determine the circumstances and shall render reasonable and appropriate assistance. Such assistance may include, but is not necessarily limited to:
 - 1. Rendering or summoning assistance for sick or injured persons;
 - 2. Removing vehicles that constitute a hazard to public safety;
 - 3. Arranging for tow or taxicab service;
 - 4. Giving directions or otherwise aiding stranded motorists.
- B. Members may use police vehicle push bumpers to move disabled or hazardous vehicles. Caution shall be exercised to minimize the likelihood of injury to any person or damage to City equipment or a subject vehicle.
- C. Members shall inform Communications whenever they take action in accordance with this order.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-1

SUBJECT: ARRESTS AND DETENTIONS

DATE: October 1, 1986 (Issued)
March 6, 2007 (Last Revision)

I. POLICY

Department personnel are responsible for the well-being of arrested persons and their property while in Department custody.

II. PROCEDURE

A. Citizen's Arrest

1. Members shall not dissuade, discourage, or intimidate citizen from effecting a lawful citizen's arrest. It is appropriate to provide factual information regarding mutual citizens' arrests and the citation/release process.
2. Members shall examine the facts to ensure that a citizen's arrest is supported by probable cause. A statement from a witness or victim that a criminal act occurred and that the arrestee committed the act is required. The member shall evaluate the credibility of such a statement.

Members shall not accept a citizen's arrest, absent probable cause. As an alternative, a report may be written and referred to the District Attorney's Office.

3. Members shall accept citizen's arrests in accordance w applicable Penal Code sections and the following procedures:
 - a. Members shall inform the citizen of the procedure to effect an arrest. Upon identifying the arrestee in

person, a statement by the citizen of his/her intent to make a citizen's arrest is sufficient. It is not necessary for the citizen to physically touch or directly confront the arrestee. The citizen must sign the citizen's arrest section of the Arrest Report.

- b. After accepting a citizen's arrest, the member shall dispose of the arrest in accordance with Department policy.
 - c. Members accepting citizen's arrests shall write, in the narrative portion of the Arrest Report, a probable cause statement for the citizen, using first person format. The citizen shall initial the statement and complete the citizen's arrest portion of the Arrest Report.
 - d. In accordance with Penal Code Section 836(b), members responding to a domestic call shall make a good faith effort to inform the victim of his or her right to make a citizen's arrest. This information shall include advising the victim how to safely execute the arrest.
4. At incidents of civil disobedience and/or demonstrations, citizens' arrests shall be utilized in lieu of on-view arrests whenever possible.

B. Custody of Prisoners

- 1. Members shall complete a "Property Receipt" for all persons arrested. Cash (currency and coin) shall be handled in accordance with General Order G-5, Evidence and Property.
- 2. Before securing them in a police unit, members shall search all persons and handcuff arrestees.
 - a. Members shall document, in the crime report, or, if no crime report is written, on an FI, whenever persons are detained in handcuffs and subsequently released at the scene. Members shall complete an Arrest Report and 849(b)(1) PC form whenever persons are detained in handcuffs and subsequently transported and released.

- b. Handcuffing is not generally necessary for children under the age of 14 or persons with prohibitive medical disabilities.

C. Transportation

1. Arresting members shall notify transporting personnel of any apparent injury, illness, or condition which indicates the arrested person may need special care, and of any known arrestee property.
2. While at a medical facility, transporting members are responsible for the security of ill or injured prisoners until treatment is completed or until relieved by competent authority. This includes 5150 W&I subjects requiring medical treatment.
3. Unless otherwise directed, a member shall ride with any prisoner transported by ambulance who is critically injured, violent, or an escape risk.
4. Members shall maintain prisoners who have been placed in hobble restraints in an upright, seated position or on their side. If necessary, a member shall ride beside the prisoner to ensure compliance.
5. Members coming into contact with citizens, suspects or prisoners who are in medical distress and apparent need of transport shall make every reasonable effort to have such transport accomplished by EMS personnel.

D. Booking

1. The arresting member or a designee shall enter the photo and fingerprints of arrestees brought to the main station into LiveScan, or shall document on the Arrest Report the reason why this was not accomplished.
2. Members releasing an arrested person on a citation in the field are not required to LiveScan that individual, but shall note on the citation “pre-booking required”.

General Order F - 2 (Redacted)

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-2

SUBJECT: PRISONER AND STATION SECURITY

DATE: February 3, 1983 (Issued)
March 7, 2005 (Last Revision)

I. POLICY

- A. Personnel shall take appropriate precautions to minimize the security risk presented by arrestees and other persons entering the Department.
- B. The enclosed north end of the main station is designated as the *secure area*.
- C. Personnel shall document, using the pertinent log(s), arrestees brought into the Department. The Department maintains an audit trail for each person confined in secure areas.
- D. A member having custody of a person who has threatened violence against himself/herself or others shall so inform personnel to whom the arrestee is delivered.

II. PROCEDURES

- A. Station Security
 - 1. Members who observe an unfamiliar, unescorted person in any area of the main station beyond the lobby shall determine that individual's business and provide an escort to the appropriate location. If warranted, the member shall inform the Watch Commander of the person's presence.
 - 2. Citizens who request to speak to a specific member or employee shall remain in the lobby until met, admitted and accompanied by that individual or a designee.
 - 3. Only law enforcement personnel are permitted to carry _____s inside the Department. Citizens may surrender items to Information Desk personnel for the duration of their visit.

General Order F - 2 (Redacted)

4. Firearms are not permitted in the secure area. Gates and doors into the area shall be kept closed, provided that if a member is inside and processing an arrestee, the hallway door to the holding cells may be left open.

B. Prisoner Security

1. A member taking a person into custody remains responsible for that person, absent direction to the contrary, until Department processing is completed, or until such person is transferred or released from Department custody, or until such responsibility is assumed by another member or employee.
2. Members shall generally place adult arrestees in a holding cell when the arrestee's presence is not required elsewhere.
 - a. Members shall inspect transporting vehicles, holding cells and other relevant detention areas for contraband, damage and condition, before placing arrestees in them and immediately upon removing arrestees. Members shall document damage found, charge the responsible as appropriate and inform the Watch Commander of any unsafe condition.
 - b. When holding cells and interview rooms are full, members may temporarily secure arrestees to the bench in the hallway.
3. Members shall not leave arrestees unattended in the secure area, except when such persons are locked in a holding cell, interview room, or secured to the bench in the hallway.
 - a. At no time shall there be fewer members than unconfined arrestees in the secure area.
 - b. Members shall escort and supervise arrestees who are removed from the secure area.
 - c. Arrestees who have been removed from the secure area shall, when necessary, be returned to that area to use the restroom.
4. The Watch Commander shall inspect holding cells and detention areas during each shift to determine cleanliness, damage or hazardous conditions.

General Order F - 2 (Redacted)

C. Prisoner Processing

1. Members bringing an arrested person to the main station for processing shall:
 - a. Secure all firearms, ensure that the security gate is closed and then remove the arrested person from the police vehicle directly into the building via the north door. Adult arrestees who are released in lieu of booking shall be released the north door.
 - b. Relieve the arrested person of all personal property, including cigarettes, matches, shoes, belts and objects which might serve as weapons or defacing tools. Conduct an inventory search to ensure that all such property has been surrendered.
 - c. Inventory and document all property removed from the arrestee and place it in a locker in the secure area. Furnish the arrestee with a copy of the Prisoner Property Receipt including a case number. Submit the original of the Prisoner Property Receipt with the Arrest and Detention Report.

In the event the arrested person is released in accordance with Penal Code Section 849b, return all property and him or her sign the Prisoner Property Receipt to acknowledge that the property has been returned.

- e. Make appropriate entries in the detention log for each person placed in a holding cell. Information pertaining to adult arrestees shall be entered in the Detention Facility Log.

Information regarding juveniles 14 through 17 years of age shall be entered in the Monthly Log for the Confinement of Juveniles. (Juveniles under 14 years of age may not be placed in secure confinement.)

2. Members transporting prisoners from the Department to judicial facilities shall secure the prisoners in the transport vehicle before re-arming themselves.
3. Members bringing juveniles into the secure area shall:
 - (a) Ascertain whether there are adult arrestees present in the secure area or in any holding cell. If such adults are present,

General Order F - 2 (Redacted)

the member or a designee shall remain with the juvenile at all times.

- (b) Frequently check the holding cell containing a juvenile and visually assess the well-being of the arrestee.
 - (b) Document on the log the mandated 30-minute observations of confined juveniles. Notify the Watch Commander if it appears that required entries have not been made.
 - (c) Notify the Watch Commander if it becomes necessary to leave the building before a confined juvenile is transported or released from custody.
4. In accordance with Penal Code Section 4030, arrested persons may be subjected to a *cursory or patdown search*, a *clothing search*, a *strip search* or a *visual cavity search* under the circumstances set forth below.
- a. A *cursory or patdown search* may be conducted to ensure that an arrestee is not armed with dangerous weapons. The search is done visually and by patting or feeling areas on the exterior of clothing.
 - b. A thorough *clothing search* may be conducted when there is reason to believe that a person is armed or possesses contraband or controlled substances. The search is done both visually and physically, using the hands in a fri ing or grasping manner, and may require the removal of outerwear.
 - c. A *strip search* requires the arrestee to disrobe or rearrange clothing to permit a visual inspection of underclothing, breasts, buttocks or genitalia. A *visual cavity search* means the visual inspection of a body cavity. A *physical cavity search* means physical intrusion into a body cavity for the purpose of discovering a concealed object.
- (1) No adult person arrested on a misdemeanor or infraction offense, except those involving weapons, controlled substances or violence, and no minor detained on any charge other than a felony and/or an offense involving weapons, controlled substances or violence, may be subjected to a strip search or a visual cavity search unless there is reasonable suspicion, based on articulable facts, to believe that he or she is

General Order F - 2 (Redacted)

concealing a weapon or contraband which may be discovered by the search.

Members shall complete a *Written Authorization for Strip/Visual Body Cavity Search* form and obtain the written approval of a supervisor before conducting a strip search or a visual cavity search of such an arrestee.

- (2) Members shall make every effort to minimize embarrassment to an arrestee subjected to a strip or visual cavity search. Such searches shall be conducted in an area of privacy, in a manner which prevents observation by uninvolved persons.

Members conducting such a search shall not touch the breasts, buttocks or genitalia of the arrestee.

- (3) Members shall not conduct a strip search or a visual body cavity search of an arrestee of the opposite sex. If such a search of a female is required and no female member of the Department is on duty, the arrestee shall be transported to the County Jail facility for search.

- (4) In accordance with Penal Code Section 4030, members shall not conduct physical body cavity searches. Such searches may be accomplished by medical personnel only.

Persons arrested on a misdemeanor or infraction offense, or minors, may be subjected to such a search only under the authority of a search warrant.

General Order F - 2 (Redacted)

VALLEJO POLICE DEPARTMENT

WRITTEN AUTHORIZATION FOR STRIP/VISUAL BODY CAVITY SEARCH

Name of Person Arrested

_____ Date of Arrest

_____ Vallejo PD Case #

The above named individual was arrested and held at the Vallejo Police Department on a misdemeanor or infraction offense. Based on the following facts, there is reason to believe that a strip search and/or visual body cavity search will result in the discovery of weapons or contraband:

Signature of Requesting Officer

_____ Badge #

Pursuant to
search of the above named arrestee.

Supervisor's Signature

_____ Badge #

JUVENILE CONFINEMENT LOG

Section 207.1(d)(6) W&I Code requires that a log or written record be maintained by each law enforcement agency that holds one or more juveniles in secure confinement for any period of time.

This log is to assist you in maintaining information on juveniles placed in secure detention or non-secure custody. At the end of each month, only the end of secure confinements on the log should be tallied and entered on the monthly Report on the Secure Confinement of Juveniles in Jails and Lockups. This form is for optional local use and submission to the Youth Authority is not required. However, it may be useful in complying with requirements of Section 207.1(d)(6) W&I Code.

If you have any questions, contact the CYA Data Section at (916) 427-4832.

INSTRUCTIONS

Section A

Confinements

Enter information for each juvenile in secure confinement for any length of time. In addition, you may also wish to record information on youths in non-secure custody. At this time, only secure confinements are to be included on the pink monthly report for submission to CYA. See definition of secure confinement on the monthly report.

Reason for Confinement Codes

- I. Juvenile detained following certification (remand) to adult court, W&I Code, Section 707(b)
- II. Disciplinary transfer from county camp or juvenile hall.
- III. CYA, detainee, hold, etc.
- IV. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
- V. Accused of other felony not listed in #IV.
- VI. Accused of misdemeanor.
- VII. Hold for another agency.
- VIII. Detained for other reasons.

Section B

Type of Release Codes

1. Released on own recognizance.
2. Released on bail.
3. Released to parents/guardians/other.
4. Transferred to juvenile hall.
5. Transferred to other custody (jail, CYA, other).
6. Other type of release.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-3

SUBJECT: MISDEMEANOR CITATION RELEASE

DATE: August 10, 1985 (Issued)
March 22, 2005 (Last Revision)

I. POLICY

- A. Members shall effect the citation and release of persons arrested for misdemeanor offenses in accordance with this order.
- B. Nothing in this order shall preclude a member from bringing an arrestee to the Department to complete the booking process.
- C. This order additionally applies to arrestees taken into custody pursuant to 40304.5 CVC, with two or fewer failure-to-appear warrants resulting from parking offenses or traffic infractions.

II. PROCEDURE

- A. Misdemeanor Warrants - "Release and Promise to Appear..."
 - 1. Members shall release on a citation non-violent persons arrested for misdemeanor warrants unless:
 - a. The arrestee's intoxicated state may result in danger to themselves or others;
 - b. A medical examination is required, or the arrestee cannot care for his or her own safety;
 - c. Immediate release would jeopardize prosecution;
 - d. The arrestee demands an immediate appearance before a magistrate;

- e. The arrest is for driving under the influence of drugs or alcohol;
 - f. An outstanding felony charge, or felony or no-bail misdemeanor warrant, exists for the arrestee;
 - g. The arrestee cannot provide adequate identification;
 - h. There is reason to believe that the offense would continue if the arrestee was released, or that the safety of persons or property would be endangered by release;
 - i. The arrestee refuses to sign a promise to appear;
 - j. There is reason to believe that the arrestee would not appear at the time and place specified in the notice.
2. The member shall issue a citation and a "Release and Promise to Appear..." form, with an appearance date to those arrestees who are clear of felony charges, warrants requiring booking and issues as enumerated in (1) above.
 3. The member shall inform the arrestee of the charge(s) and the date, time and location of appearance.
 4. Members shall complete and promptly submit an Arrest Report to the Watch Commander, with the warrant and the citation or "Release and Promise to Appear" form.
 5. Where a citation release is inappropriate, the member shall include on the Arrest Report the specific basis for declining to cite and release.
- B. Misdemeanor Driving While Intoxicated and Public Intoxication
1. Persons arrested for a misdemeanor violation of 23152(a) and (b) CVC, may be released on a notice to appear.

Persons arrested for violation of Section 647(F) PC, Public Intoxication, may be released per Penal Code Section 849(b)(2).

2. When making a determination whether to book or release such arrestees, members shall consider the likelihood of the offense continuing and the cooperation and degree of impairment displayed by the arrestee.
3. Members may release such persons in accordance with the following:
 - a. An adult must be willing and, in the member's judgment, capable of taking responsibility for the arrestee.
 - b. The responsible party must arrive at the Department within a reasonable time, generally twenty (20) minutes. The arresting member may, in extenuating circumstances and with a supervisor's concurrence, increase the time permitted.
 - c. The arrestee and the responsible party must sign the Department's misdemeanor arrest release agreement form, acknowledging the conditions of the release.
 - d. Members may give the arrestee's vehicle keys to the responsible party.
 - e. To facilitate a release, members may, within City limits, transport arrestees to the responsible party's location.
 - f. Members shall indicate, on the notice to appear issued to a DUI arrestee, the chemical test administered and the results, if available. Members shall not under any circumstances release on a citation a person arrested for DUI who refuses, or attempts and fails to complete, a chemical test.

C. Non-Warrant Misdemeanor

General Order F – 3 (Redacted)

1. Members shall identify the arrestee and conduct a warrant check.
2. If the arrestee is clear of warrants requiring booking, the member shall issue a citation, checking the "booking required" box and providing an appearance date.
3. The member shall inform the arrestee of the charge(s) and the date, time and location of appearance.

RELEASE AND PROMISE TO APPEAR FROM THE VALLEJO POLICE DEPARTMENT

(PENAL CODE SECTIONS 827.1, 853.5, 853.6)

The People of the State of California vs.) CR No. _____
)
)

In consideration of being released from custody, I hereby agree to appear at the:

- 1. { } Vallejo-Benicia Municipal Court, 321 Tuolumne Street, Vallejo, CA
- { } Northern Solano Judicial District Municipal Court, 550 Union Ave, Fairfield, CA
- { } Other: _____

Date: _____ Time: _____
(Allow at least 21 days)

on the charge of violating section(s) _____
as described on Warrant No. _____, issued by Judge _____

- 2. { } Vallejo-Benicia Municipal Court, 321 Tuolumne Street, Vallejo, CA
- { } Northern Solano Judicial District Municipal Court, 550 Union Ave, Fairfield, CA
- { } Other: _____

Date: _____ Time: _____
(Allow at least 21 days)

on the charge of violating section(s) _____
as described on Warrant No. _____, issued by Judge _____

I understand:

- 1. That if I fail to appear and am apprehended outside the State of California, I waive extradition.
- 2. That any court or magistrate of competent jurisdiction may revoke this order of release and either _____ me to custody or require that I give bail or other assurance for my appearance.
- 3. That if I fail to appear when required to do so I may _____ charged with the additional crime of a misdemeanor under section 853.7 of the California Penal Code.

Date: _____

(Defendant's Name) (Defendant's Signature)

Address _____

City _____ Phone No. _____ DOB _____ SS# _____

Arresting Officer _____ Releasing Officer _____

USE SEPARATE FORM FOR EACH COURT JURISDICTION

**VALLEJO POLICE DEPARTMENT
AGREEMENT TO ACCEPT RESPONSIBILITY**

I, _____, am over the age of 18 and the (spouse, father, mother, sibling, friend, etc., _____ of the arrestee and do hereby agree to accept custody of _____ . I acknowledge _____ was arrested for violation of Penal Code Section 647(f), (drunk in public) or Vehicle Code Section 23152 a&b, (driving while intoxicated).

I agree to accept responsibility for supervising _____ at _____, until _____. During that time period, I will not allow him/her access to any vehicles and will ensure that the arrestee will remain at the location listed and not be allowed to consume any alcoholic beverages or drugs during the listed time (except prescribed medication as directed by a doctor).

Custodian _____ and arrestee _____ agree to indemnify and hold harmless the City of Vallejo, the Vallejo Police Department, and any and all officers and employees of the City of Vallejo from any and all injuries, damages, claims, or losses a result of entering into this release agreement and having the above mentioned _____ released into their custody.

Signature of Custodian _____ Date / Time _____

Address of Custodian _____

Signature of Arrestee _____ Date / Time _____

Witness (Officer & ID) _____ Date / Time _____

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-4

SUBJECT: CITATION AMENDMENT AND DISMISSAL

DATE: July 13, 1993 (Issued)
December 13, 2004 (Last Revision)

I. POLICY

- A. Citations shall be amended or dismissed in accordance with Sections 40202(c) and (e) and 40500(d) of the California Vehicle Code, and 853.6(e) and (j) of the California Penal Code.
- B. Personnel may request dismissal of citations in the interest of justice. This includes, but is not limited to, citations of which the member has no independent recollection and/or for which no notes exist, or the member's copy has been lost, or a defect in the Department equipment on which the citation was based is found subsequent to the issuance of the citation. Personnel may amend citations issued in error or containing erroneous information.
- C. Personnel shall not amend, alter, or modify any citation except in accordance with this order. Under no circumstance shall a personal relationship or affiliation be cause for amendment or dismissal of a citation.

II. PROCEDURE

A. Amendment

- 1. Personnel may request the amendment of a citation by submitting a completed "Notice of Correction and Proof of Service" to the Court Liaison office, or to the Traffic Division in the case of a parking citation.
- 2. Forms are available from the Information Desk and the Division.
- 3. The court is responsible for notifying the defendant.

B. Dismissal

1. Personnel requesting dismissal of a citation shall do so in writing, articulating the reason for such request to the magistrate, and submitted to their supervisor, or, in the case of a parking citation, to the Traffic Division supervisor, for approval.
2. The supervisor shall forward approved requests to the Liaison office.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-5

SUBJECT: JUVENILE PROCEDURES

DATE: September 1, 1987 (Issued)
May 18, 2006 (Last Revision)

I. POLICY

- A. It is Department policy to safeguard minors, hold youthful offenders accountable for their criminal acts and assist in the litigation of delinquents when possible.
- B. Members shall not physically discipline minors.
- C. With the exceptions and additions noted herein, holding facility procedures for minors shall be the same as those enumerated in General Order F- 7, "Holding Facility Procedures".

II. DEFINITIONS

For purposes of this order, the following definitions shall apply:

- A. *Dependent Child*: Defined fully in Section 300 of the California Welfare and Institutions Code (W&I). Briefly stated, a dependent child is a person under 18 years of age who has suffered, or is at substantial risk of suffering, serious physical or emotional injury, illness, harm or abuse at the hands of, or as a result of neglect or the inability of, parents or other responsible adults.
- B. *Status Offender*: A person under 18 years of age, who is defined fully in Sections 601 and 602 W&I. Briefly stated, status offenders are minors who are habitually disobedient or truant, or who violate the law.
- C. *Temporary custody*: Custody during which the minor is not at liberty to leave the law enforcement facility.

General Order F - 5 (Redacted)

- D. *Secure detention*: Custody during which the minor is locked in a room or enclosure and/or physically secured to a cuffing rail or other stationary object.
- E. *Non-secure detention*: Custody during which the minor's freedom of movement is controlled by the use of physical barriers and/or by Department personnel and the minor is:
 - 1. Under constant visual observation and supervision by law enforcement facility personnel;
 - 2. Not locked in a room or enclosure;
 - 3. Not physically secured to a cuffing rail or other stationary object.
- F. *Lockup*: As defined in the California Code of Regulations, means a locked room or secure enclosure, under the control of law enforcement personnel, which is primarily for the temporary confinement of adults who have recently been arrested. Department holding cells are deemed to be "lockups".

III. PROCEDURES

A. General

- 1. Minors under the age of 14, dependent children, and minors who do not present a serious security risk of harm to self or others shall be held only in non-secure detention.
- 2. Members shall provide constant direct visual supervision of minors held in non-secure detention. Audio, video, or other electronic monitoring shall not replace such observation. Members shall ensure that minors held in non-secure detention have no contact with and are not within sight or sound of adult arrestees.
- 3. Minors in secure detention may be locked in a holding cell or other secure enclosure, secured to a stationary object, or otherwise reasonably restrained to prevent escape and protect the minor and others from harm. They shall be afforded constant auditory access to Department personnel.
 - a. Minors secured to a stationary object excepted, members shall conduct and document unscheduled checks of minors held in secure detention every thirty (30) minutes, at minimum. Such checks shall consist of personal view of the minor, in the context of his or her

surroundings, independent of audio or video surveillance.

- b. A member shall be present at all times to assure the safety of a minor secured to a stationary object.
4. Members shall, whenever detaining a minor in Department facilities:
 - a. Take immediate steps to notify the minor's parent, guardian or a responsible relative of that fact and of the location where the minor is being held.
 - i. Minors do not have the right to have parents or guardians present during questioning or interrogation.
 - a. Where a minor requests parental presence, members shall, as appropriate, attempt to determine whether such request is intended as an invocation of the minor's Constitutional rights under Miranda.
 - b. Where a minor in custody elects to confer with a parent or guardian before giving a statement, members shall obtain a Miranda waiver before taking such statement.
 - ii. Members are under no obligation to inform a minor that their parent or guardian wishes to confer with them before an interview or interrogation takes place, or to inform a parent or guardian that a minor is subject to interview or interrogation.
 - iii. Neither parents, guardians nor attorneys may invoke Miranda rights on behalf of a minor.
 - b. Immediately after bringing the minor to the Department and, except where physically impossible, no later than one hour after taking the minor into custody, inform the minor of the right to make and complete at least two (2) telephone calls, one to a parent or guardian, a responsible relative or

employer, and another call to an attorney. The calls shall be made in the presence of the member and, if local calls, will be at Department expense.

- c. Restrict contact between detained minors and adult prisoners as follows:
 - i. Verbal, non-verbal, or visual communication between minors and adult prisoners shall not be permitted;
 - ii. Minors and adult prisoners may be in proximity only during:
 - a. Booking;
 - b. Movement of prisoners in custody within the facility.
 - iii. When an adult prisoner is present, members shall maintain a constant physical presence with either the minor or the adult to assure that no communication occurs.
 - d. Complete the appropriate juvenile detention log, and notify the Watch Commander that a minor is being held in detention.
5. Members shall provide to minors held in custody:
- a. Reasonable access to toilets and drinking water;
 - b. A snack, upon request, if the minor has not eaten in the past four (4) hours or is in need of nourishment, including any special diet required for the health or medical needs of the minor;
 - c. Privacy during visits with family, guardian and/or lawyer;
 - d. A blanket, or clothing, as necessary for the minor's comfort. Minors shall be permitted to retain their personal clothing, absent evidentiary, security or hygiene considerations.
6. Members shall search visitors and minors for contraband prior to and after a visit.

7. Members shall obtain medical clearance before bringing to the Department an in-custody minor who is known to have ingested, or who appears to be under the influence of, an intoxicating substance. When such minors have been cleared to enter the facility, members shall conduct and document safety checks no less than every 15 minutes until the intoxicated state is resolved or the minor transferred or released.

B. Detaining and Processing Minors

1. 602 W&I

- a. A member who arrests or takes temporary custody of a 602 W&I status offender (in custody for suspected criminal activity) shall advise the minor of his or her Constitutional rights under Miranda and take one of the following actions:

- i. Counsel and release, for those minor infractions or incidents where the victim wishes no action taken.
- ii. Cite to the Solano County Probation Department, for traffic infractions and misdemeanor traffic offenses.
- iii. Cite to the Police Probation Team, by the same process as 1(b) above, if the minor is believed to have committed a relatively insignificant crime, and is apparently not a danger to himself/herself or others.

Where the minor is under 14 years, the member shall complete a "Gladys R" form and determine the minor's comprehension of the wrongfulness of the alleged act(s).

- iv. Deliver to Juvenile Hall, if the minor is believed to have committed a violent crime or is a danger to himself/herself or others, or has violated a court order or escaped from any institution or facility.

If a minor is delivered to Juvenile Hall or to another place of confinement, the member

shall take immediate steps to notify a parent, guardian or other responsible relative of that fact. If contact with such a person cannot be made, the member shall leave a message to advise of the situation and location of the minor.

- b. A member who takes a minor into custody pursuant to Section 602 W&I may only place such minor in secure detention if the minor is 14 years of age or older and if, in the reasonable belief of the member, the minor presents a serious security risk of harm to self or others, provided other conditions of secure detention set forth in this order are met.
- c. In making the determination of whether a minor presents a serious security risk of harm to self or others, the member shall consider the following:
 - i. Age, maturity, and delinquent history of the minor;
 - ii. Severity of the offense(s);
 - iii. Minor's behavior, including the degree to which the minor appears to be cooperative;
 - iv. Availability of personnel to provide adequate supervision or protection to the minor; and,
 - v. The age, type, and number of other individuals detained in the facility.
- d. The arresting member shall explain in the narrative section of the Arrest Report the reason(s) the minor presented a "serious security risk of harm to self or others".
- e. A juvenile offender who is less than 14 years of age, or who does not in the reasonable belief of the member present a serious security risk of harm to self or others, may be kept in non-secure custody for the purposes of investigation, facilitating release, or arranging transfer to an appropriate juvenile facility, provided all other conditions of non-secure custody set forth in this order are met.
- f. Holding facility procedures for juvenile offenders are the same as for adult offenders, except that LiveScan

is only required for felony offenses, and the following procedures apply:

- i. Members may hold minors for no longer than 6 hours, for the purpose of investigating the case, facilitating release to a parent or guardian, or arranging transfer to an appropriate juvenile facility.
- ii. Members shall inform the minor at the time he or she is placed in the holding facility of the purpose of the detention, the length of time the detention is expected to last, and that the maximum allowable period of detention in the facility is six hours.
- iii. Male and female minors shall not be in the same locked enclosure absent direct, constant observation by Department personnel.
- iv. Members may place minors in locked rooms only when such rooms are equipped with chairs or benches.
- v. Members shall not secure minors to a stationary object for more than sixty (60) minutes unless there are no locked enclosures available, and then only where such restraint is in the best interests of the minor and upon a supervisor's documented approval. Members shall obtain a supervisor's documented approval for each thirty (30) minute interval thereafter.

2. 601 W&I

- a. A member who arrests or takes temporary custody of a 601 W&I status offender (habitually incorrigible, truant or runaway) shall advise the minor of his or her Miranda rights and take one of the following actions:
 - i. Counsel and release the minor to his or her parents or guardian.

- ii. Cite the minor to the Police Probation Team and prepare an incident report.

(1) The citation shall be issued on a Department Notice to Appear form. Separate citations shall be issued for each minor cited for the same incident.

(2) The citation shall direct the minor to report to the Central sub-station at 250 Georgia Street, on a date to be set by the Youth Services Section. The member shall check the "When Notified by Mail" box on the citation and inform the minor that he or she will be advised later of the date of appearance.

(3) The minor must sign the citation, as must a parent or adult relative, absent verbal permission from the parent to the member to release the minor. Provided, however, that if the minor or the parent or responsible adult refuses to sign, the member shall note the refusal on the citation, refer the minor to the Police Probation Team, and document those actions in the incident report.

- iii. Refer the minor to Children's Protective Services for voluntary placement, if he or she is a runaway.

b. A member who takes a minor into custody pursuant to Section 601 W&I may place the minor in secure detention only upon a supervisor's approval, under the following limited circumstances:

- i. For the purpose of determining if there are any outstanding wants, warrants, or holds against the minor in cases where the arresting member has cause to believe that the wants, warrants, or holds exist;
- ii. In order to locate the minor's parent or guardian and to arrange the return of the minor;

- iii. In order to locate the minor's parent or guardian and to arrange the return of the minor, where such parent or guardian is a resident outside of the state.

Members shall supervise such minors in a manner which ensures that they have no contact with, and are not within sight or sound of, adults who are in custody.

3. Dependent Children

- a. In accordance with the provisions of Sections 305 (a-d) W&I, a member may, without a warrant, take a dependent child into temporary custody when any of the following conditions exist:

- i. There is reason to believe that the minor is in immediate need of medical care, or is in immediate danger of physical or sexual abuse, or that the physical environment poses an immediate threat to the minor's health or safety;
- ii. The minor is in a hospital and release to a parent poses an immediate danger to the minor's health or safety;
- iii. The minor is a ward of the Juvenile Court, or an order has been made for the minor pursuant to Section 319 W&I, when there is reason to believe that the minor has violated an order of the Juvenile Court or has left any placement ordered by the Court;
- iv. The minor is found in any street or public place suffering from any illness or injury which requires care, medical treatment, hospitalization or other remedial care.

- b. A member who takes a dependent child into temporary custody shall:

- i. Contact Children's Protective Services;
- ii. Complete an Arrest Report;

- iii. Immediately inform the parent, guardian or other responsible adult relative that the minor has been taken into protective custody and provide that person with a copy of the *Dependency Court Information* publication. Record in the Arrest Report the fact that the notification was made and the publication was provided. Document any unsuccessful attempts at contact.
- iv. When appropriate, complete and submit a Suspected Child Abuse form, in accordance with the provisions of Penal Code Section 11166.
- c. A member who takes a minor into custody as a dependent child shall not place such minor in secure detention.

Section 206 W&I provides that dependent children shall be kept in non-secure facilities which are segregated from facilities housing status offenders. A non-secure facility is one that is “not characterized by the use of physically restricting construction...”

E. Fingerprinting and Photographing Minors

- 1. A member who takes a minor into custody for any felony-level offense shall fingerprint and photograph the minor, utilizing the “Juvenile” screen on the Livescan system.
- 2. Minors taken into custody for misdemeanor offenses may be fingerprinted and photographed at the discretion of the arresting member.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-6

SUBJECT: ARRESTEE AND PRISONER CASH

DATE: December 8, 2003 (Issued)
December 13, 2004 (Last Revision)

I. POLICY

- A. Personnel shall properly document and dispose of cash belonging to arrestees and prisoners, in accordance with this order, other pertinent General Orders and the requirements of the Solano County Sheriff's Office.
- B. Arresting members are responsible for the custody, accurate inventory and secure storage of an arrestee's cash and property, while such arrestee is confined and/or processed at the Department.

II. PROCEDURE

- A. Processing
 - 1. The arresting member or a designee shall complete a Department "Prisoner Property Receipt", including name, date, case number and cash inventory information, for any arrestee confined or processed at the Department.
 - 2. The arresting member or a designee shall conduct a cash count and utilize a cash bag and Solano County "Cash Receipt" for any amount of cash in the possession of an arrestee. Cash shall be packaged separately from all other property, including wallets.
 - 3. Members shall obtain signatures from the arrestee, or document a refusal or inability to sign. Arrestees released pursuant to 849(b) PC shall sign a second time, acknowledging the return of their property.

General Order F – 6 (Redacted)

4. In accordance with Solano County Sheriff's Office requirements, the "Cash Receipt" shall display the following information, at minimum:
 - a. Prisoner name
 - b. Date and time
 - c. Cash amount in dollars and cents
 - d. Arresting agency name
 - e. Arresting member's name and badge number
 - f. Case number
5. The member shall place the "Cash Receipt" white original in the cash bag, in a position which permits it to be read through the bag, seal the bag, and attach the yellow copy to the Arrest Report, to be given to jail personnel. An additional legible copy shall accompany the crime report.
6. Members shall submit the "Prisoner Property Receipt" white original to Records and place the yellow copy in the prisoner property bag, if applicable.
7. Cash retained by the Department as evidence or pursuant to asset seizure statutes shall be processed and documented in accordance with applicable statutes and General Orders.
8. After the count and inventory are completed, personnel shall store arrestees' property and cash in the prisoner property mailbox pending transport, absent permission from a supervisor.
9. Members shall conduct a recount and complete a new cash bag whenever the seal must be broken, or when receiving a bag with a broken or altered seal.

B. Transporting

Upon arrival at the jail, personnel shall place the prisoner's cash bag in the provided lock-box and give the Arrest Report and the yellow copy of the "Cash Receipt" to Solano County Jail personnel.

If a cash count was not conducted at the Department, transporting personnel shall stand by while Solano County personnel remove, count and receipt the prisoner's cash, and shall complete a supplement to the original report documenting the findings.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-7

SUBJECT: HOLDING FACILITY PROCEDURES

DATE: April 14, 2009 (Issued)

I. POLICY

- A. In accordance with pertinent sections of the of the California Code of Regulations, the Department establishes policies and procedures regarding the operation of the Department temporary holding facility (“holding cells”) and the welfare of persons detained therein.
- B. The administration of the Department holding facility is the responsibility of the Chief of Police. The supervision and management of the holding facility is the responsibility of the Operations Administrative Sergeant, or, in the absence of the Operations Administrative Sergeant, a designee.
- C. Personnel shall immediately bring to the attention of the Watch Commander issues concerning the health or welfare of a prisoner.
- D. Policies and procedures specific to juvenile arrestees are contained in G.O. F-5 “Juvenile Procedures”.
- E. For purposes of this General Order, the term “member” also apply to designated civilian employees, as defined in Section 4021 P.C., except where specifically exempted.
- F. Members shall conduct or ensure, and shall document, the direct visual observation of prisoners in holding cells, in accordance with schedules established for adult and juvenile arrestees. “Direct visual observation”, as defined by the California Code of Regulations, is personal view of the prisoner, in the context of his or her surroundings, independent of audio or video surveillance.
- G. Nothing contained herein shall be construed to abridge the power of the Chief of Police or the Watch Commander to temporarily suspend, in the event of any emergency which threatens the safety of the holding facility, its inmates, Department personnel, or the public, any standard or requirement prescribed herein. Only such regulations as are directly affected by the emergency be suspended.

In the event that such a suspension lasts longer than three days, the Chief of Police or a designee shall notify the Corrections Standards Authority (formerly the Board of Corrections), in writing.

II. PROCEDURE

A. Inspections and Training

1. The Operations Administrative Sergeant shall
 - a. Be generally responsible for the good order of the holding facility and its operation.
 - b. Conduct and document monthly compliance inspections of the holding facility and of logs pertaining to its operation.
 - c. Review annually, at minimum, policies and procedures concerning the holding facility.
 - d. Test, on an annual basis and in the presence of the Fire Marshall, fire alarms, sprinkler systems, smoke detectors and emergency lighting. Inspect fire extinguishers annually, and recharge as needed.
2. The Training Unit shall ensure that personnel receive training and updates in the operation of temporary holding facilities, in accordance with the California Code of Regulations.
3. The Watch Commander of each shift or a designee shall daily:
 - a. Inspect the holding cells, booking area, interview rooms and sally-port for contraband;
 - b. Ensure that booking supplies and forms, Intoxilyzer mouthpieces, and first-aid kit supplies are sufficiently available;
 - c. Inspect lights, locks, and plumbing fixtures for damage and proper operation;
 - d. Notify the Department custodian regarding cleanliness and sanitation issues and the Operations Administrative Sergeant regarding maintenance and

supply needs.

4. The Watch Commander of the second watch or a designee shall ensure that the on-duty custodian is permitted daily access to the holding facility and accomplishes the following:
 - a. Sweeps, mops or vacuums hallways, interview rooms and processing areas;
 - b. Cleans and disinfects toilets and sinks;
 - c. Disinfects benches and seating areas;
 - d. Mops and disinfects holding cells;
 - e. Empties trash receptacles and removes trash;
 - f. Restocks bathroom supplies.

B. Emergency Procedures

1. Fire

In the event of a fire in the holding facility, the safety of prisoners and members shall be the first priority. Members shall:

- a. Notify the Communications Section.
- b. If a fire is small, utilize a fire extinguisher or hose. Firefighting prior to the arrival of Fire Department personnel shall be attempted only under those circumstances where security may be maintained.
- c. If evacuation is necessary, members shall initially evacuate prisoners **[Redacted]**.
- d. If the above-listed areas are unsafe, prisoners shall be secured in vehicles and transported to the Solano County Jail.

2. Escape

In the event of an escape by a prisoner, the individual discovering the escape shall immediately inform the Communications Section. Members shall **[Redacted]**.

3. Disturbances

In the event of a disturbance between prisoners inside the holding facility, individual members shall not attempt to quell such disturbance unassisted. Members shall, if possible, **[Redacted]** where they shall immediately notify the Communications Section of the nature of the disturbance and request assistance.

4. Hostages

Incidents in which hostages are taken by prisoners in the holding facility shall be handled in accordance with General Order C-6, "Emergency Services Unit".

a. **[Redacted]**.

b. **[Redacted]**.

5. Civil Disturbances and Natural Disasters

In the event of a civil disturbance or natural disaster which threatens the facility, members shall move all prisoners to the Solano County Jail as soon as it is safe to do so. Misdemeanants may be released from custody in accordance with General Order F-3, "Misdemeanor Citation Release".

6. Prisoner Injury or Death

1. Members discovering the injury or apparent death of a prisoner shall:

a. Immediately initiate appropriate life-saving measures;

b. Notify the Communications Section and summon medical aid;

c. Inform, at the earliest opportunity, the Watch Commander, who shall, in the event of a death or life-threatening injury, make appropriate notifications to the Chief of Police, the Operations Bureau Commander, and on-call Investigations personnel.

2. In-custody deaths shall be handled in accordance with the Solano County Fatal Incident Protocol.

3. In the event of an in-custody death, the Bureau of Investigations Commander, in accordance with California Government Code Section 12525, shall, within 10 days after the death, cause a report to be made in writing to the California Attorney General and to the Corrections Standards Authority. Such report shall contain all facts in Department possession concerning the death, including crime or incident reports, coroner's reports, death certificates, and other related reports.

7. Incident Reports

- a. Members shall complete a written report of all incidents which result in physical harm, or serious threat of physical harm, to any member or employee, inmate, other person in the holding facility, or damage to City property. Such reports shall completely document the incident and shall be routed to the Bureau of Field Operations Commander, via the Watch Commander. Designated civilian employees shall report such incidents to a member for documentation.
- b. Members shall report incidents to the Watch Commander at the earliest opportunity.
- c. Members shall complete incident reports during the shift in which the incident occurred.
- d. In the case of a death or attempted suicide in the holding facility, members shall document, in addition to the facts of the incident, the following information:
 - i. Time of last check prior to death or attempt, and by whom made.
 - ii. Time victim found, and by whom.
 - iii. Time first aid was initiated, type of aid administered, and by whom.
 - iv. Time paramedics were called, and time of arrival.
 - v. Time victim was removed from the holding facility.

- vi. Names of paramedics, ambulance personnel, or Coroner's personnel, as applicable.

C. Force, Discipline and Restraint

1. Force

Members shall at all times treat prisoners in a fair and humane manner. Prisoners shall be subject to only that reasonable force which may be required to subdue violence or assure safety and detention.

2. Discipline

a. Discipline of prisoners is not administered at the Department holding facility.

b. If a prisoner violates a law while in custody, the member making that determination shall add the additional charge(s) to the original crime report, with appropriate documentation. Designated civilian employees shall report such incidents to a member for documentation.

c. Members shall provide written notification to prisoners charged with crimes committed while in custody. This may be accomplished by providing the prisoner with a copy of the Arrest Report, or a copy of the citation on which the new charge(s) appear.

3. Restraint Equipment

a. *Security devices*, for purposes of this order, include, but are not limited to, handcuffs, shackles, belly-chains, or other devices, provided by the Department, and used to restrain prisoners for security purposes.

Restraint devices, for purposes of this order, include, but are not limited to, padded leather restraints, cloth ties, or other devices used to temporarily prevent movement, and which are provided by medical, mental health or detention facilities and used to restrain prisoners primarily for their own or others' safety. Restraint devices may be utilized in lieu of or in addition to security devices.

b. Members shall not use security or restraint devices as punishment.

- c. Members shall not house secured or restrained prisoners with unrestrained prisoners.
- d. Where the use of security devices alone may be inadequate or inappropriate, including, but not limited to, prisoners who are violent or combative, mentally disordered, a danger to themselves or others, or who require medical aid or clearance, members may arrange to transport such prisoners in restraint devices, via ambulance.
 - i. **[Redacted]**.
 - ii. Upon medical clearance, if applicable, these categories of prisoners shall be transported directly to the Solano County Jail. Members shall inform jail personnel that restraint devices were utilized.
- e. Members shall monitor prisoners in security or restraint devices for symptoms indicating the need for immediate medical intervention, including, but not limited to:
 - i. Change of color in hands and/or feet.

Note: Test circulation by pressing down on a fingernail or toenail. If circulation is compromised, the skin beneath the nail will turn and remain white.
 - ii. Swelling or redness of extremities.
 - iii. Complaint of pain or numbness in the back or extremities.
 - iv. Lacerations from restraints.
 - v. Dislocated joints from struggling against restraints.
 - vi. Difficulty breathing or positional asphyxia.

Members discovering a restrained or secured prisoner apparently in breathing distress shall immediately notify Communications and isolate the prisoner. Members shall evaluate

officer safety considerations prior to initiating unassisted CPR.

f. **[Redacted]**.

D. Booking

1. The following arrestees shall not be detained at the Department holding facility, but shall, after medical clearance as appropriate, be booked directly into Solano County Jail or released, as appropriate:
 - a. Pregnant or lactating females;
 - b. Violent or combative;
 - c. Mentally disordered;
 - d. Persons with known or suspected communicable diseases;
 - e. Persons in need of medical treatment, claiming that they need medical treatment, or taking medication;
 - f. Suicidal;
 - g. Developmentally disabled or handicapped;
 - h. Persons with diabetes or epilepsy;
 - i. Persons infested with vermin;
 - j. Prisoners requiring the use of prostheses, or false limbs.
2. It is the responsibility of the arresting member to determine whether an arrestee falls into one of the preceding classes before bringing the arrestee into the Department holding facility.
3. Procedure

Members transporting prisoners to the Department holding facility shall:

 - a. **[Redacted]**.
 - b. **[Redacted]**.

General Order F-7 (Redacted)

- c. Bring the handcuffed prisoner into the booking area. The prisoner may be temporarily secured to the bench in the booking area.
- d. Remove and document all prisoner property and cash, in accordance with General Order F-2 "Prisoner and Station Security" and F-6 "Arrestee and Prisoner Cash".
 - i. Conduct searches of prisoners in accordance with GO F-2 "Prisoner and Station Security".
 - ii. When describing jewelry, use the terms "white metal" or "yellow metal" rather than "silver" or "gold", and "clear stone" or "red stone" rather than "diamond" or "ruby."
 - iii. Prisoners having prescription eyeglasses may be permitted to retain them, absent safety concerns.
- e. Take custody of, document and book any evidence or contraband found.
- f. Log the prisoner's name and information on the detention log.
- g. Complete the "Vallejo Police Department Receiving - Screening" form, if not previously completed.
- h. Remove the prisoner's shoes, belt and any other items with which the prisoner could harm themselves or others or damage the facility. Smoking is not permitted in the holding facility.
- i. Have the prisoner remove his or her socks and turn them inside out for inspection. Return the socks to the prisoner.
- j. Permit the prisoner telephone calls in accordance with Section H (1) of this order, below.
- k. Fingerprint and photograph the prisoner, as appropriate.
- l. Prior to placing the prisoner in a cell, inspect the cell for damage and items left behind. Note undocumented damage on the detention log.

- m. Place the prisoner in a cell. The maximum capacity per cell is four (4) persons.
- n. Before leaving the station, ensure that the Watch Commander or a designee is present in the building, aware of the prisoner, and available to respond in case of emergency. Under no circumstances shall a member abandon a prisoner in the station prior to ensuring the availability of immediate emergency response.
- o. Upon the prisoner's removal from the cell, inspect the cell for new damage. If new damage has been done, charge the prisoner with violation of 4600 PC, complete a crime report, document damage on the detention log and inform the Watch Commander.

E. Release

1. Eligibility for Release

Eligible prisoners may be released pursuant to 849(b) PC, or in accordance with GO F-3, "Misdemeanor Citation Release".

Prisoners are not eligible to be released upon a notice to appear where they are:

- a. Unable to provide proper identification
- b. The subject of a warrant indicating "no bail" or "no cite and release".
- c. On a promise-to-appear release at the time of arrest.
- d. Arrested for 23152/23153 VC, and have two (2) or more arrests for 23152/23153 VC within seven (7) years of the present offense.

2. Release Procedure

Prior to releasing prisoners, members shall:

- a. Confirm that the prisoner is properly identified. Photo identification is preferable.
- b. Check for outstanding warrants on the prisoner.

- c. Make a final inspection of the cell for any damage or property left behind. If there is damage to the cell, charge the prisoner with 4600 PC.
- d. Return the prisoner's property and money. The prisoner shall sign for the receipt of money and property.
- e. Ensure that the prisoner has signed pertinent promises to appear.
- f. Determine whether a prisoner held for a crime involving intoxication shall be released in accordance with GO F-3, Section II (B) "Misdemeanor Driving While Intoxicated and Public Intoxication", or detained for a minimum of four (4) hours and evaluated prior to release.
- g. Escort the released prisoner out through the north door and sally-port.

3. Bail

The Department makes no provision for the receipt of cash bail or bail bonds. Such arrangements are handled through the Solano County jail, after booking.

F. Out-of-County Warrants

- 1. Members arresting persons on a warrant from another county shall admonish the arrestee of his or her right to appear before a local magistrate in Solano County. Designated civilian employees are exempted from this requirement.
- 2. Members shall book persons arrested on warrants from other counties into the Solano County jail.

G. Security and Welfare

1. Classification

Classification of prisoners shall not be based solely on race, creed, color or national origin. With respect to the classification of prisoners:

- a. Female prisoners may only be housed in the holding

facility when a female member or designated civilian employee as defined in Section 4021 P.C. is on duty. In the absence of female personnel, members shall transport female prisoners directly to the Solano County Jail for booking and detention.

- b. Members shall separate male prisoners from female prisoners at all times, absent direct and immediate supervision by a member.
- c. Members shall transport prisoners of indeterminate gender directly to the Solano County Jail for booking.
- d. Members shall inquire whether prisoners have previously served time in a state prison or county jail, and shall, to the extent possible, segregate criminal sophisticates from other prisoners, and felony offenders from misdemeanor offenders.
- e. Members shall inquire whether the prisoner is a gang member, and to which gang the prisoner belongs. Members shall not house gang members with non-gang members, or with members of rival gangs.
- f. Members shall process juvenile prisoners in accordance with GO F-5 "Juvenile Procedures".
- g. Members shall, to the extent possible, avoid housing together adults with a significant difference in age.
- h. The Watch Commander may make such other segregation and classification of prisoners as he or she deems necessary for the safety of personnel, prisoners, or to aid in an investigation.

2. Prisoner Checks

Members placing prisoners in holding cells are responsible for conducting or ensuring scheduled prisoner checks, until such time as the prisoner is transferred or released, the member is relieved. Such checks shall be conducted in the following manner:

- a. **[Redacted]** and shall consist of personal view of the prisoner, in the context of his or her surroundings, independent of audio or video surveillance.
- b. **[Redacted]** in the same manner as adult checks.

- c. **[Redacted]**.
 - i. Intoxicated prisoners who are in a holding cell for a period longer than two hours shall be physically roused each hour thereafter to ensure that they are not suffering physiological complications as a result of their intoxication.
 - ii. For the purpose of this section, snoring shall be considered a physiological complication. Intoxicated prisoners found snoring shall be awakened immediately and their condition upon awakening shall be recorded on the appropriate log. Thereafter, they shall be roused or awakened no less than every half hour.
- d. Members making such checks shall enter the appropriate information on the pertinent detention log.
- e. The Watch Commander, while in the station and upon being informed of the presence of prisoners in the holding cells, shall assume or delegate responsibility for conducting and documenting prisoner checks.
- f. In the event that the Watch Commander must leave the station, he or she shall assign a member to remain in the station to conduct checks and to be available for emergency response. Under no circumstances shall prisoners be in holding cells when no member is present in the station.

3. Suicide Prevention

- a. Prior to booking a prisoner in the holding facility, members shall inquire whether the prisoner has attempted suicide in the past, or feels that they may attempt suicide while in custody. If the answer is affirmative, the member shall transport the prisoner directly to the Solano County Jail, via Solano County Mental Health as appropriate, and shall alert jail personnel.
- b. Members shall closely monitor prisoners for potential suicidal behavior and shall notify the Watch

Commander of any remarks made by prisoners regarding suicide or self-destructive behavior.

Indicators of suicidal potential may include, but are not limited to:

- i. History of mental illness
- ii. Previous suicide attempt(s), or comments referencing suicide.
- iii. Mentions of finality such as, "They would be better off without me" or "ending it all".
- iv. History of violent or combative behavior, even if the person is calm at present.
- v. Recent significant loss, e.g., death of a loved one, divorce, loss of employment.
- vi. Disposal of personal possessions.
- vii. Post-partum depression
- viii. Expressions of hopelessness.

4. Communicable Diseases and Vermin

- a. Members transporting prisoners to the holding facility shall conduct a preliminary screening for health or medical problems and shall transport prisoners suspected of having a communicable disease, including but not limited to, tuberculosis, hepatitis, venereal disease, AIDS, skin rashes, or vermin (lice and scabies), directly to the Solano County Jail. Members shall look for Medic-Alert tags or bracelets.
- b. Members shall transport prisoners showing signs of injury, illness or infestation, or stating that they are injured, ill or infested, to the appropriate hospital for evaluation and treatment.
- c. When it is determined that a prisoner with a communicable disease or vermin has been inadvertently placed in a holding cell, members shall inform the Watch Commander and post a sign on the cell door and shall not use that cell again until it has been disinfected by maintenance personnel. Items

inside the cell which are removable shall be sealed in biohazard plastic bags and destroyed.

- i. The Watch Commander shall notify or cause notification of any personnel who may have been exposed and shall, in addition, attempt to determine whether the cell was used after the infected prisoner was removed. Where it is determined that other prisoners may have been exposed, the Watch Commander shall attempt to notify, or cause notification of, the potentially affected prisoner and shall document such notification on the Watch Commander's log.
- ii. Where the communicable disease is AIDS, tuberculosis, hepatitis, a venereal disease, measles, mumps, chicken pox, or vermin, the member making such determination shall immediately notify the Watch Commander who shall cause the Solano County Department of Environmental Management to be notified.

H. Prisoner Access

1. Telephone

- a. Telephones for the use of prisoners are located in each holding cell.
- b. Prisoners are entitled to make a minimum of three calls at no expense, provided the calls are completed to telephone numbers within the local calling area. These calls shall be completed, except where physically impossible, no later than three (3) hours after arrest.
- c. Absent exigent circumstances, members shall, after completing the initial booking process, inform the prisoner of his/her right to make phone call(s). Long distance, or out-of-the-dialing- area, calls shall be collect or charged to a credit card or third number.
- d. Members shall not electronically monitor or record, or eavesdrop upon phone calls to an attorney.

2. Correspondence

There are no provisions for prisoners to send or receive mail.

3. Visitation

- a. There are no provisions for general visitation. Visits with counsel shall be conducted in accordance with this order.
- b. At the discretion of the Watch Commander, juveniles may be permitted a visit with a parent, guardian or clergy member.

4. Counsel

- a. In accordance with the Constitutional right of prisoners to unimpeded access to attorneys and legal representation, and where a prisoner requests to see their attorney and arranges for the attorney to come to the Department within the time the prisoner would normally be present, members shall permit such visitation.
- b. A prisoner shall be considered the client of an attorney when:
 1. The prisoner has requested the attorney's services, or,
 2. The prisoner is arrested on a warrant other than a Ramey warrant and a friend or relative has sent the attorney.
- c. Where a prisoner has been arrested pursuant to probable cause or a Ramey warrant, an attorney, absent the prisoner's request for representation, has no standing and need not be granted access.
- d. Where a prisoner requests to see their attorney and arranges for the attorney to come to the Department, the prisoner shall provide the Department with the name of the individual who will be responding.
- e. Only bona-fide attorneys, upon presentation of their California State Bar Association card and valid photo identification, shall be admitted to visit prisoners.

- f. Attorney visits shall be conducted in interview rooms. Members shall not electronically monitor or record, or eavesdrop upon such visits.
- g. Two or more persons arrested for the same offense and represented by the same attorney may be interviewed, at the attorney's request, individually or collectively. Absent written permission from the attorney of record, attorneys are not permitted to interview clients of other attorneys.
- h. Members are not required to delay or otherwise compromise the normal process of booking prisoners into Solano County jail to accommodate an attorney.

5. Health Care

- a. Member shall book prisoners with known current or active medical or mental disabilities, as described in Part II (D) of this order, directly into Solano County Jail. Information regarding a prisoner's known medical, health or mental health problems shall be disclosed to Jail staff upon transfer of the prisoner.
- b. Any member who becomes aware of a prisoner who is in need of medical care, or who requests medical treatment, shall:
 - i. Immediately initiate life-saving care, as appropriate.
 - ii. Notify Communications and summon, or transport the prisoner to, medical assistance.
 - iii. Inform the Watch Commander at the earliest opportunity.
- c. Where a prisoner in apparent need of medical treatment refuses such treatment, the member shall note the refusal on the Arrest Report. Designated civilian employees shall notify a member to document such refusal .

6. Meals

There are no provisions for scheduled meal service to adult prisoners. Where a prisoner is held for a prolonged period, members may obtain petty cash from the Watch

Commander to purchase food. On those occasions, members shall:

- a. Serve prisoners' food in the holding cell. Prisoners are permitted only plastic spoons.
- b. Upon completion of the meal, inspect the cell, remove all meal-related items and note on the Detention Log that a meal was served.

7. Bedding

There are no provisions for the issuance of mattresses, linen or bedding to adult prisoners.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: F-8

SUBJECT: BODILY INTRUSION EVIDENCE

DATE: March 31, 2008 (Issued)
June 18, 2009 (Last Revision)

I. POLICY

The Department collects bodily intrusion evidence in accordance with accepted medical practice, statutory requirements and this order.

II. DEFINITIONS

For purposes of this order:

Body cavity only means the stomach or rectal cavity of a person, or vagina of a female person.

Bodily Intrusion Evidence consists of evidence which is part of, contained (wholly or in part) within or concealed (wholly or in part) within a body and which recovery necessitates removal therefrom. It includes, but is not limited to, body fluids, secretions and excretions, in addition to actual items of evidence.

III. PROCEDURES

A. Incident to a lawful arrest, including misdemeanor arrests for 23152 CVC, members may, without a warrant, conduct **[Redacted]**:

1. There is probable cause to arrest the suspect;
2. There is probable cause to believe the collection will result in the discovery of evidence of a crime;
3. The need for the evidence outweighs the intrusiveness of, and any reasonably foreseeable danger presented by, the collection method; and,

General Order F - 8 (Redacted)

4. It reasonably appears that the evidence will be lost or significantly compromised if members wait to obtain a warrant.
- B. In accordance with Penal Code Section 296, adults arrested for a felony or attempted felony are required to provide blood, buccal, thumb- and palm print samples, or any other biological sample required for identification purposes.
- C. In those instances where the requirements of (A), above, are not satisfied, or where the intrusion is more than minimal, members may seek to obtain evidence by consent, or by search warrant or court order.

Where a search warrant or court order is sought for the recovery of evidence by serious intrusion, the need for the evidence must be so compelling as to outweigh the intrusiveness of the search and any reasonably foreseeable danger.

- D. Force
 1. Members collecting evidence from persons shall use only that force which is reasonably necessary to overcome resistance.
 2. Members restraining persons in order that medical personnel may collect evidence shall use only that force reasonably necessary to accomplish such restraint.
 3. In determining whether a degree of force is "reasonable" for the collection of evidence, members shall consider the following:
 - a. The seriousness of the crime
 - b. The extent to which the suspect resisted or used force against members
 - c. The degree of force used by members and whether it threatened the safety or health of the suspect
 - d. The extent to which the force was an affront to the individual's personal privacy and bodily integrity.
 4. Members shall **[Redacted]**

General Order F - 8 (Redacted)

5. Members may **[Redacted]**
 6. The responsibility for determining whether a suspect's stomach shall be pumped, or vomiting induced, to recover controlled substance evidence rests with medical personnel, based on apparent jeopardy to the suspect.
- E. Body Cavities
1. Body cavity searches shall only be conducted in accordance with General Order F-2, "Prisoner and Station Security".
 2. Except as noted in Section D (5) above, items of evidence **[Redacted]**.
- F. Blood
1. Blood samples obtained from persons shall be collected, handled and preserved as required by Section 1219 and 1219.1 of Title 17 of the California Code of Regulations.
 - a. Blood samples are collected by venipuncture as soon as feasible after the alleged offense and only by authorized persons.
 - b. Alcohol or other volatile organic disinfectants are not used to clean the skin where a specimen is to be collected. Only aqueous benzalkonium chloride, aqueous merthiolate, aqueous mercuric chloride or povidone-iodine disinfectants are used.
 - c. Sterile dry hypodermic needles and syringes or clean dry vacuum-type containers with sterile needles are used. The sample is deposited into a commercially-prepared blood collection tube closed with an inert stopper.
 2. The minimum quantity of blood necessary to perform duplicate determinations by a laboratory and sufficient quantity for referee analysis by a defendant is **[Redacted]**.
 3. Maintenance of identity and integrity of the sample, in accordance with Section 1219 of Title 17 of the California Code of Regulations, shall include the following procedures:
 - a. The label for the blood vial or tube shall contain the following information, at minimum:

General Order F - 8 (Redacted)

1. Full name of subject.
 2. Date blood drawn.
 3. Initials of person drawing blood.
 4. Initials of witnessing member.
- b. The sample tube or vial shall be sealed in a blood alcohol envelope. The envelope label shall include the following information, at minimum:
1. Full name of subject and DL or SSN number
 2. Case number
 3. Submitting agency
 4. Geographical location where sample was drawn
 5. Name of person drawing blood sample
 6. Date blood sample drawn
 7. Time blood sample drawn
 8. Signature of witnessing member
 9. A form establishing the chain of possession for all persons handling the evidence
4. Collection Procedure
- a. Absent extenuating circumstances, the requesting member shall witness the withdrawal of the sample.
 - b. The individual drawing the blood shall fill out and initial the label and affix it to the tube or vial. The sample shall then be given to the member who, in turn, shall initial the label and place the sample in prescribed envelope. The member shall immediately complete the required information on the envelope label and seal securely.
 - c. Members shall take appropriate steps to ensure the integrity of samples:
 1. Sealed envelopes or other containers may only be opened by laboratory personnel.
 2. Each individual having possession of a sealed sample shall sign his or her name to the envelope's chain of possession.
5. Post-mortem Collection

General Order F - 8 (Redacted)

- a. Members shall request that samples be obtained **[Redacted]**
- b. Samples shall be taken from **[Redacted]**. Care shall be taken to avoid contamination by alcohol from the gastrointestinal tract directly or by diffusion therefrom.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G-1

SUBJECT: CASE CONTROL

DATE: June 15, 1987 (Issued)
May 18, 2006 (Last Revision)

I. POLICY

- A. Case reports generated by Department personnel shall be promptly completed and reviewed, correctly routed and properly assigned for further investigation.
- B. Case dispositions shall be made in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Handbook.
- C. Personnel shall inform appropriate command staff and supervisors of the progress of cases to which they have been assigned.

II. PROCEDURE

- A. Personnel shall submit original reports to the Watch Commander or, if assigned to other than Patrol, to their supervisor.
 - 1. Reports regarding arrestees in custody or identifiable suspects shall be completed and submitted to the Watch Commander prior to the end of watch. Any exception must be approved by the Watch Commander or by a Division Commander or designee, who shall inform the Watch Commander.
 - 2. Other reports may, with the permission of the Watch Commander or a supervisor, be deferred to the following duty day. In such cases, a preliminary crime report face page shall be completed and submitted.
- B. The member assigned to a case shall, on all original reports, recommend a disposition using the appropriate notation.
- C. Approved dispositions are as follows:
 - 1. Closed (to include arrest or exceptional);

General Order G - 1 (Redacted)

2. Unfounded;
3. Follow-up assigned;
4. Suspended.

Personnel may recommend a case disposition of suspended for misdemeanor cases in the absence of specific solvability factors, including, but not limited to:

- a. Suspect known, named, identified;
- b. Suspect unknown but identifiable from description;
- c. Witnesses to the crime, able to identify;
- d. Significant physical evidence obtained;
- e. Similar M.O. to known offender;
- f. Vehicle driven, license plate number obtained;
- g. Traceable stolen property;
- h. Victim condition/urgency for action.

D. The Watch Commander or a designee shall:

1. Review reports submitted during their watch and ensure that felony cases are forwarded to the Detective Division.
2. Sign reports and check the appropriate routing box, or boxes, or return the report to the originator for correction.

Upon correction and return, the Watch Commander or patrol sergeant shall deliver the reviewed report to the Records Section.

E. All cases shall have a final disposition within 30 days, unless otherwise approved by the Detective Division Commander.

F. Criminal investigations shall be conducted as follows. In all cases, follow-up reports shall be submitted no later than ten calendar days from the initial report.

1. Misdemeanors

General Order G - 1 (Redacted)

- a. With the exception of check cases, the member or employee originally assigned to a call is responsible for the investigation.
 - b. Members and employees may request assistance from investigators when necessary follow-up conflicts with time or location constraints.
2. Felonies
 - a. A Detective Division supervisor shall review, log and assign felony cases. He or she shall determine whether assignment to an investigator is merited and shall make any necessary computer entries documenting such assignment.
 - b. If a case does not merit assignment, the Detective Division supervisor shall complete a Case Closure form and may forward the case to the appropriate investigator for information purposes.
 - c. Members assigned to Patrol are encouraged to pursue felony cases to completion.
- H. Except upon supervisor approval, investigators shall complete felony cases within 30 days, including submitting follow-up reports and a Case Closure form to a Detective Division supervisor.
 1. The supervisor shall review the report, route the report to Records and make appropriate entry into the computer system, or return the report for correction.
 2. The investigator is responsible for ensuring the proper disposition of property and evidence in cases which are closed or suspended.
 3. Detective Division supervisors shall conduct periodic audits to ensure timely and appropriate closure of cases.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G-2

SUBJECT: INFORMANTS

DATE: October 1, 1990 (Issued)
March 5, 2007 (Last Revision)

I. POLICY

- A. The Department develops sources of information and utilizes informants in a professional and ethical manner.
- B. For the purpose of this order, an *informant* is an individual who, because of personal association, is able to furnish ongoing, specific information regarding criminal activity. The term is not generally intended to apply to individuals who provide information on a one-time basis, or to persons who express mere beliefs or suspicions regarding criminal behavior or acts.
- C. Potential informants must express a desire and willingness to cooperate with law enforcement. Members shall not utilize coercion of any sort to recruit informants.

II. PROCEDURE

- A. Informant Development
 - 1. Members in any assignment may recruit informants, in accordance with this order. Members seeking to relinquish an informant shall contact the Special Operations Division Commander.
 - 2. Members shall not use persons [**Redacted**].
 - 3. Members shall use [**Redacted**].
 - 4. When dealing with informants, members shall not:

General Order G-2 (Redacted)

- a. [Redacted].
- b. [Redacted].
- c. [Redacted].

B. Interaction with Informants

- 1. Before using an individual as an informant, a member (hereinafter referred to as the “responsible member”) shall, [Redacted]. In addition, the responsible member shall inform the individual that informants shall not:
 - a. [Redacted].
 - b. [Redacted].
 - c. [Redacted].
 - d. [Redacted].
 - e. [Redacted].
 - f. [Redacted].
 - g. [Redacted].
 - h. [Redacted].
 - i. [Redacted].
 - j. [Redacted].
 - k. [Redacted].
 - l. [Redacted].

Violation of any of the foregoing provisions, or [Redacted] shall constitute grounds for immediate and permanent termination of any association with the Department.

- 2. [Redacted].
- 3. [Redacted].

General Order G-2 (Redacted)

4. [Redacted].

C. Managing Informants

1. The routine management of informant activities shall be conducted by the responsible member, who shall inform his or her supervisor as appropriate.

2. Before using the services of an informant, the responsible member shall [Redacted]. If approved, the member shall [Redacted].

a. Each [Redacted] shall contain the following material:

1. [Redacted].

2. [Redacted].

3. [Redacted].

4. [Redacted].

5. [Redacted]..

6. [Redacted].

7. [Redacted].

b. The responsible member shall verify, through independent sources, all significant information provided by an informant.

c. [Redacted].

3. The Special Operations Division Commander shall [Redacted].

a. The Commander shall, once each quarter at minimum,

[Redacted].

b. The Commander shall, upon notification that an informant has proven to be unreliable or untrustworthy, cause the [Redacted].

General Order G-2 (Redacted)

4. When using the services of an informant, the responsible member shall:
 - a. [Redacted].
 - b. [Redacted].
 - c. [Redacted].
 1. [Redacted].
 2. [Redacted].
 3. [Redacted].
 - d. Thoroughly debrief informants who are involved in any investigation. [Redacted].
 - e. Once each quarter, [Redacted].
- D. [Redacted].

An [Redacted], as follows:

1. Responsible members are [Redacted]
2. [Redacted] subject to the approval of:
 - a. The responsible member;
 - b. The informant;
 - c. [Redacted].
 - d. [Redacted].
 - e. [Redacted].
 - f. [Redacted], if appropriate.
3. [Redacted].
4. [Redacted].
- .

General Order G – 3 (Redacted)
VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G-3

SUBJECT: ASSET FORFEITURE

DATE: March 30, 1995 (Issued)
March 5, 2007 (Last Revision)

I. POLICY

- A. In compliance with statutory requirements and this General Order, the Department conducts forfeitures of the assets of individuals involved in criminal offenses.
- B. The seizure of real property, including vehicles, is subject to the prior approval of the Special Operations Division Commander and is filed on a case- by-case basis.
- C. In accordance with Health and Safety (H&S) Code Section 11469(f), the Department conducts the sale or acquisition of forfeited property in a manner which avoids any appearance of impropriety.
- D. In accordance with Health and Safety (H&S) Code Section 11489(d) HS, forfeited funds coming into the possession of the Department "shall not supplant any state or local funds that would, in the absence of this subdivision, be made available to support the law enforcement and prosecutorial efforts of these agencies."

II. DEFINITIONS

"*Facilitate*" - for purposes of forfeiture and this Order, is interpreted as "having a substantial connection with" or as having been "instrumental in" the sale or possession for sale of specified amounts of controlled substances.

"*Exchange*" - for purposes of forfeiture and this Order, is interpreted as money or property having been furnished or intended to be furnished in exchange for a controlled substance. This applies if the seizure arose subsequent to making or attempting to make an arrest for violation of H&S Section(s) 11351, 11351.5, 11352, 11355, 11359, 11360, 11378, 11378.5, 11379, 11379.5, 11379.6, 11382, or of Penal Code Section 182.

III. PROCEDURE

A. General Information

1. Property subject to forfeiture may be seized under the following principles:

- a. Facilitation (11470 H&S): A conveyance need not actually contain or transport illicit drugs to be forfeitable.
- b. Proceeds Traceable to Exchange (11488 H&S) Facts by which the money or property is connected to a drug seizure or particular drug transaction or conspiracy.

If the seizure arose subsequent to making or attempting to make an arrest for violation of H&S 11351, 11351.5, 11352, 11355, 11359, 11360, 11378, 11378.5, 11379, 11379.5, 11379.6, 11382, or of PC 182, the seizure itself, and the subsequent forfeiture, will be premised on the apparent lack of a legitimate source for the asset(s). "Proceeds" seizures may not be obviously associated with an identifiable underlying offense.

2. Properties subject to forfeiture, in accordance with Health and Safety Code Section 11470, are:

- a. Controlled substances;
- b. Raw materials and equipment;
- c. Containers for controlled substances;
- d. Books, records, research products, and materials;
- e. Vehicles, boats, or airplanes used to facilitate the sale or possession for sale of:
 - 1. [Redacted];
 - 2. [Redacted];
 - 3. [Redacted];
 - 4. [Redacted];

General Order G – 3 (Redacted)

5. [Redacted]

6. [Redacted];

- f. Monies, negotiable instruments, securities, or other things furnished or intended to be furnished in exchange for d substances and proceeds traceable to exchange or used to facilitate violations of H&S 11351, 11351.5, 11352, 11355, 11359, 11360, 11378, 11378.5, 11379, 11379.5, 11379.6, 11382, or of PC 182.
- g. Real property of any property owner who is convicted of certain violations with respect to that property.

There must be "proof beyond a reasonable doubt" that the property was used or intended to be used in violation H&S 11366, 11366.5, 11366.6 or 11379.

- 3. Seizure may be accomplished:
 - a. By a member with a seizure order issued by any court having jurisdiction over the property, or;
 - b. Without a seizure order:
 - 1. Incident to an arrest, a search under a search warrant, or otherwise lawfully obtained, or;
 - 2. Where the property has been subject to a prior judgment in favor of the state in a criminal injunction or forfeiture proceeding, or;
 - 3. Probable cause exists to believe the property is directly or indirectly dangerous to health or safety, or;
 - 4. Probable cause exists to believe the property was used or is intended to be used in violation of this division.
- 4. Absent exigent circumstances, members shall not seize real property subject to forfeiture without notice to interested parties and a hearing by the District Attorney's Office to establish that seizure is necessary to preserve the property pending the proceedings.

General Order G-3

5. Where business records are seized, the Department shall upon request, provide copies to the person from whom such records are taken.
6. Absent probable cause to search, members may obtain a separate seizure warrant from the District Attorney's Office.

B. Prerequisite to Seizure (

Members shall have probable cause to believe an item of property is forfeitable. This probable cause must be "proof beyond a reasonable doubt."

C. Seized Property Held as Evidence (11488.1 H&S)

The Solano County District Attorney will make a determination regarding whether such property shall be forfeited, and shall notify the Special Operations Division Commander of the initiation of forfeiture proceedings, denial of forfeiture proceedings, or of a request for further investigation.

D. Distribution of Forfeited Monies (

1. Distributions shall occur only upon receipt of an Administrative Forfeiture Notice from the District Attorney or a Final Order from the Superior Court.
2. Sales of seized property shall conform with applicable governmental and local statutes, ordinances, and regulations.
3. Liens or innocent parties are reimbursed for the amount of their interests, if so declared by the court ordering the forfeiture.
4. The City of Vallejo is reimbursed for all expenditures made or incurred in connection with the sale of the property, including necessary repairs, storage or transportation of any property seized.
5. In accordance with Section 11489 H&S, the Department shall immediately forward a copy of the consignor's report or bill of sale, indicating the selling price of the property, to the District Attorney's Asset Forfeiture Unit.

General Order G-3

6. The balance shall be distributed to the Department in accordance with established guidelines.

E. Department Process

1. A designated Asset Seizure member shall be assigned to the Crime Suppression Unit. Members encountering complicated or questionable circumstances of forfeiture may contact the Crime Suppression Sergeant, who will determine whether the Asset Seizure member will assume responsibility for the forfeiture.
2. Members seizing forfeitable property shall provide a copy of the Property Report to the individual from whom the property was taken and shall serve the individual with a "Personal Letter of Notice: Non-Judicial Forfeiture" (Exhibit B).
3. If the property is not taken from an individual, the member shall deliver a copy of the Property Report and forfeit notice to the person in possession of the premises, ask this person to sign the notice, and document a refusal to sign.
4. When seizing forfeitable property from an individual, the member shall, where "Miranda" does not apply, attempt to ascertain the circumstances of possession of the property. (Refer Addendum for assistance in conducting an appropriate interview).
5. Where no person is present at the location from which property is seized, the member shall leave, in a conspicuous place, a copy of the Property Report as a receipt.
6. In the event property is seized and the individual(s) on the premises deny knowledge or ownership of the property, the member shall request that the individual(s) sign a "Disclaimer of Ownership of Currency or Property" (refer attached sample), in addition to the "Non-judicial Forfeiture" notice, and shall document refusals.

The member shall leave a receipt/copy of the Property Report in a prominent place at the premises without naming the person from whom the property was taken.

7. Forfeiture Packet

General Order G-3

The seizing member shall, in addition to the crime report, prepare a forfeiture packet, submitted to the Special Operations Division Commander via the asset forfeiture mailbox. This shall be accomplished by the end of the shift in which the seizure occurs, absent authorization from a supervisor. The packet shall include the following:

- a. Copies of relevant crime reports, including an explanation of the probable cause to believe the item is forfeitable a Property Report form which itemizes the seized property and indicates the values of items and how the values were established;
- b. A list of potential interested parties;
- c. Copies of search warrants, seizure warrants, and affidavits in support of such warrants, if applicable;
- d. A report on the investigation of ownership of vehicles, boats, or airplanes through DMV or federal sources;
- e. Copies of the "Receipt", "Original Personal Letter of Notice", "Non-judicial Forfeiture" form, and any "Disclaimer" forms.

The Special Operations Division Commander shall cause the package to be forwarded to the District Attorney's Office within (15) days of seizure.

8. Cash

- a. Seized cash shall be counted by two members and the serial numbers photocopied. Members may use the cash counter in the Detective Division Commander's office.
- b. The seizing member shall secure the cash in the asset seizure safe, placing monies which appear to have collector's value, due to age or rarity, into evidence.

General Order G-3

- c. The designated Asset Seizure member shall deposit cash from the asset seizure safe into a designated interest-bearing bank account.

Where the cash is also evidence in a criminal investigation, the Asset Seizure member shall contact the assigned District Attorney prior to depositing the cash.

- d. The Special Operations Division Commander shall notify the Franchise Tax Board of seizures in excess of \$5,000.
- e. Upon receiving an affirmative forfeiture ruling from the court or District Attorney, the Department Administrative Analyst shall transfer the seized cash, and any interest earned thereon, to a designated City of Vallejo account.
- f. In the event that the ruling is against the Department, the Special Operations Division Commander may confer with the Internal Revenue Service and the Franchise Tax Board prior to returning the money to the claimant.

9. At the discretion of the Special Operations Division Commander, seizures may be adopted by the Federal Government. In such cases, the federal agency shall maintain the asset.
10. Upon disposition of the case, the designated Asset Seizure member shall arrange for disposal of non-monetary assets through an auction process. The Special Operations Division Commander shall disburse the proceeds in accordance with the established distribution schedule.
11. The Special Operations Division Commander shall maintain a log of forfeitures and their current status.
12. Return of Seized Property (

Within 30 days after a seizure, if the property seized is not held as evidence or the Special Operations Division Commander does not initiate forfeiture proceedings, the designated asset seizure member shall return property to the individual identified on

General Order G-3

receipt. Vehicles, boats, or airplanes shall be returned to the registered or legal owner.

F. Vehicles

1. A vehicle cannot be forfeited where:
 - a. There is a community property interest in the vehicle other than the defendant's, and,
 - b. It is the sole vehicle available to the defendant's immediate family.
2. Proof beyond a reasonable doubt that an "innocent owner" had knowledge of the illegal use and consented to that use is necessary for prosecution.
3. Seized vehicles are handled in the following manner:
 - a. Members seizing a vehicle shall have it taken to a designated tow facility, after removing personal items from the vehicle and returning them to the owner or booking them into the Property Unit for safekeeping.
 - b. The designated Asset Seizure member shall maintain a log of expenses involved in a vehicle seizure. After the vehicle forfeiture is completed, he or she shall forward an expense total to the Solano County District Attorney's Office for reimbursement.
 - c. After a forfeiture hearing, a seized vehicle shall be returned to the defendant in the same condition as when it was seized, or sold at public auction.

G. Storage of Seized Assets

The designated Asset Seizure member is responsible for causing seized property to be maintained, based on the nature and use of the property, in a manner which preserves it in the same condition as when seized.

H. Reporting

The designated Asset Seizure member shall track the status of active forfeitures and provide the Special Operations Division Commander with a monthly report regarding their status.

ASSETS QUESTIONNAIRE

1. List any and all employment for the last five (5) years. Please include job title, description, employer's address and immediate supervisor. (Start from present and work backwards.)
 - a. List all sources of income from above.
 - b. List any other sources of income other than above, e.g., spouse's income, insurance settlements, inheritance, etc.
 - c. Provide copies of last five (5) years of Internal Revenue Service and the Franchise Tax Board's income tax returns.
 - d. Provide a waiver form to obtain these directly from the Internal Revenue Service and the Franchise Tax Board.
 - e. List all names and social security numbers used within the last five (5) years.
 - f. List all bank accounts (checking & savings) by bank, address, account number, date opened, and status (opened or closed) for the last five (5) years.
 - g. Amounts of funds presently in these accounts.
 - h. List any and all other names on these accounts.
 - i. List all real property purchased, whether financed or sold, option to purchase, within the last five (5) years.
 - j. List all real property presently owned, whether financed or not.
 - k. List all co-tenants, tenants in common or co-partners of above property and the percentage of ownership.
 - l. List all personal property acquired or leased with a value over \$1000 within the last five (5) years. Provide receipts and/or agreements to purchase or lease.
 - m. List all stocks and bonds presently held, purchased, or sold within the last (5) five years. Include date of purchase, sale, account number and brokerage firm and their address.

VALLEJO POLICE DEPARTMENT
111 AMADOR STREET
VALLEJO, CALIFORNIA 94590

DISCLAIMER OF OWNERSHIP OF CURRENCY OR PROPERTY

Case # _____

I acknowledge that on _____ Date

Description

was seized from me by officers of the Vallejo Police Department.

I hereby state that I am not the owner of this currency or property and have no claim for its return to me.

The owner of the currency or property is: _____
Name

Address

The currency or property came into my possession under the

following circumstances: _____

I have been advised and understand, under penalty of perjury, that by signing this disclaimer of ownership I am waiving my right to notice of seizure of this currency or property, and that I do not have to file a petition or claim for the return of the property or currency - since it does not belong to me.

_____ Signature

_____ Officer

_____ Date

POLICE AGENCY _____
REPORT NO. _____
DATE _____

DAVID PAULSON
DISTRICT ATTORNEY
COUNTY OF SOLANO

NOTICE OF SEIZURE PURSUANT TO HEALTH AND SAFETY CODE
SECTIONS 11471/11488 AND NOTICE OF INTENDED FORFEITURE
PURSUANT TO HEALTH AND SAFETY CODE SECTION 11488.4

You are hereby noticed that:

On _____, 19__ at _____, California.

<u>PROPERTY DESCRIPTION</u>	<u>APPROXIMATE VALUE</u>
1.	
2.	
3.	
4.	

INTERESTED PARTY (SIGNATURE)

DOUGLAS N. KEENER
CHIEF DEPUTY DISTRICT
ATTORNEY
COUNTY OF SOLANO

INTERESTED PARTY (PRINT NAME)

I, _____, a police officer employed by _____ declare under penalty of perjury that I personally served _____, at _____, CA., on _____ 19__ with a copy of this Notice of Seizure and Initiation of Forfeiture and a Claim Opposing Forfeiture Form.

SIGNATURE

DATE

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G-4

SUBJECT: INVESTIGATOR CALL-OUT

DATE: November 4, 2003 (Issued)
September 8, 2009 (Last Revision)

I. POLICY

Investigations Section supervisors and investigators are subject to recall to duty in accordance with the procedures herein.

Responsibility for authorizing and making or causing notifications to off-duty Investigations Section personnel rests with the Watch Commander.

II. PROCEDURE

A. The Investigations Section lieutenant shall be notified and investigators called out for the following:

1. Homicide
2. Life-threatening injuries caused by another, including any significant gunshot wound to the head or center torso
3. Arson with injury
4. Member-involved shooting with injury
5. Bombing
6. Member-sustained serious injury resulting from a felony
7. Member-involved life-threatening injury to another
8. As determined by the Watch Commander

B. Notifications and call-outs shall be accomplished in the following order. Where there is no response, the next individual shall be contacted:

1. Investigations Section lieutenant
2. Investigations Section sergeant
3. Investigations Section corporal
4. Bureau Captain
5. On-call investigators

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G-5

SUBJECT: EVIDENCE AND PROPERTY

DATE: October 1, 1986 (Issued)
April 25, 2005 (Last Revision)

I. POLICY

- A. The Department maintains records regarding items of evidence or property coming under the control of Department personnel and establishes procedures to safeguard such items against inadvertent or unauthorized movement, damage, loss or release.
- B. This order pertains to property or evidence received in any manner by Department personnel, except prisoner's property retained by the jail and property owned by the City of Vallejo and used by the Department.
- C. Personnel shall handle evidence and property in a manner which preserves its integrity, the chain of custody and existing or potential trace evidence.
- D. Personnel shall not retain possession of property or evidence beyond that time reasonably necessary for the accomplishment of a law enforcement objective, absent the express permission of a supervisor.
- E. The Property Unit is responsible for the intake, storage and release or disposal of property or evidence submitted by Department personnel, and for documenting the movement of such items, in accordance with this order and statutory mandates.

II. CLASSIFICATIONS

Personnel shall classify items booked into the Property Unit as one of the following, defined herein as:

- A. *Evidence* - Items related to a criminal investigation for which a report has been completed, and which may be introduced into court during the hearing of a criminal case.

General Order G - 5 (Redacted)

- B. *Found Property* - Items which may be of evidentiary value, but which, at the time taken into custody, have not been connected with a specific incident, arrest or crime report.
- C. *Safekeeping* – Items, other than *evidence* or *found* property, which come into the temporary custody of the Department for protection on behalf of the owner. This may include, but is not limited to:
 - 1. Valuables of an arrestee temporarily detained at the Department, prior to booking or release;
 - 2. Valuables of a person involved in an accident;
 - 3. Weapons, taken into custody as the result of a dispute, which pose a potential hazard to the involved parties' safety but are of no evidentiary value.

Personnel shall not accept property for safekeeping solely at the request of a citizen.

III. PROCEDURE

- A. Personnel taking initial custody of property or evidence shall document and completely describe such items, and shall preserve evidence of ownership, if present.
- B. Booking
 - 1. Evidence

The member or employee who first observes an item of evidence is responsible for its collection, marking, packaging, documentation, transportation and booking, except where another member or a designee assumes or is assigned that responsibility.
 - 2. Found Property
 - a. A member or employee who finds property is responsible for its marking, packaging, documentation, transportation and booking. Where the property is found by a citizen, the member or employee assigned to recover the property shall assume those responsibilities.
 - b. Items, except controlled substances, other contraband and firearms, which have been

General Order G - 5 (Redacted)

intentionally disposed of or abandoned, are not considered found property and, if not *evidence* or *safekeeping*, may generally be discarded.

Items of controlled substances, other contraband, or firearms, which are intentionally disposed of or abandoned, but which are not *evidence* or *safekeeping*, shall be booked into the Property Unit, marked for destruction as appropriate.

- c. Personnel finding property or assigned to a report of found property shall complete a Found Property Report. Citizen finders wishing to claim the property shall be directed to sign the "Found Property Declaration" on the front of the Property Report and provided with the appropriate copy of the completed Property Report.
 - d. At the end of ninety days, a citizen finder may contact the Property Unit to ascertain whether the property owner has been located and, if not, to claim such property, except for firearms, controlled substances and other contraband.
 - e. The Property Unit shall cause property not claimed by the owner or finder to be (1) discarded or destroyed, (2) sold at auction, or (3) made available for Departmental or City use, in accordance with established procedures.
3. Found Property Retained by Finder
- a. A citizen finder may retain custody of found property, except firearms, controlled substances and other contraband, when the property has no evidentiary significance and is valued at less than \$100.00, provided that he or she makes a found property report. Personnel shall inform finders wishing to retain found property of the California Civil Code requirement to make a reasonable effort to locate the owner of the property.
 - b. The responding member or employee shall complete, and route to Records, a Found Property report which includes the name and address of the finder.
 - c. Legal Requirements Imposed on Finder

General Order G - 5 (Redacted)

1. A citizen must relinquish to the Department found property valued at \$100.00 or greater.
2. Finders may claim property (except firearms and contraband) after a period of ninety days, if the owner of the property has not been located and the value of the property is less than \$250.00.

4. Explosives

Personnel may book fixed ammunition and “blank”, or saluting, cartridges, up to but not including 50 caliber size, in the same manner as other evidence, except that additional markings identifying the contents shall be clearly visible on the exterior of the packaging.

- a. Personnel shall handle explosives, explosive devices and items which appear to be homemade fireworks in accordance with General Order D-5, Explosive Device Investigations.
- b. Personnel shall clearly label commercially-manufactured fireworks as to contents, secure them, with a copy of the Property Report, in the connex box designated for that purpose, and route the original Property Report to the Property Unit.

5. Hazardous Materials

- a. Hazardous materials which may be booked include, but are not limited to, paint, solvents, gasoline, other flammables, insecticides, household products, or any item contaminated with these substances.
- b. Personnel shall secure hazardous materials, with a copy of the Property Report, in the connex box designated for that purpose, and route the original Property Report to the Property Unit.
- c. Personnel shall place items of hazardous materials in tightly sealed, clearly-labeled containers.
- d. Members may, with the approval of a supervisor and upon notification of Special Investigations personnel, temporarily secure suspected clandestine laboratory materials, with a copy of the Property Report, in the

hazardous materials connex box. The original of the Property Report shall be routed to the Property Unit.

6. Property Seized on Authority of a Search Warrant

- a. Members shall book into the Property Unit property and evidence seized during the execution of a search warrant, whether or not such items were described in the warrant, and shall report them to the court which issued the warrant.
- b. Members shall utilize a "Supplemental Return to Search Warrant" to list property seized which was not described in the pertinent search warrant, and shall report such seizure in the following manner:

Supplemental Return to Search Warrant -

"While at (location) executing search warrant (number), probable cause appearing therefore, the following property was seized by the undersigned: (list seized property)". Signed (by the member who secured the search warrant).

7. Re-Booking Property

A member or employee who determines that property originally booked as *Found* or *Safekeeping* has evidentiary value shall:

- a. Notify the Property Unit;
- b. Re-book or cause the re-booking of the property under the pertinent crime report case number;
- c. Cross-reference that number on the original Property Report; and
- d. Complete a supplemental report documenting their actions.

B. Items Requiring Examination or Processing

Personnel shall book evidence which requires examination or processing, other than dangerous explosives and controlled substances, as follows:

General Order G - 5 (Redacted)

1. Items to be processed for LATENTS ONLY shall be accompanied by a Property Report and a completed "Evidence Processing Request" form.
2. Items to be processed for ALL OTHER EVIDENCE shall be accompanied by a Property Report and a completed "Criminalistic Laboratory General Examination Request" form (triplicate).

The "General Examination Request" form shall indicate the type of analysis or examination requested. Members and employees may confer with Crime Lab personnel to make such determination.

3. Evidence specialists will determine whether the requested processing will be done by Department personnel or by the Crime Lab.
4. General types of evidence which may require examination by the Crime Lab are:
 - a. Perishable materials which may change as the result of decomposition or deterioration, or may become altered as a result of environmental changes;
 - b. Fragile materials;
 - c. Contaminable materials;
 - d. Microscopic particles;
 - e. Materials or substances requiring a comparison;
 - f. Materials requiring a plaster cast and/or moulage copies of impression;
 - g. Weapons, cartridges, shells, and bullets suspected of being connected with a crime or crimes;
 - h. Firearms without apparent serial or identification numbers or where it appears that identification numbers have been removed or altered;
 - i. Other substances or materials suspected of being connected with a crime or crimes, where the true nature may be determined only by scientific examination or investigation.

C. Vehicles

Personnel shall generally cause impounded vehicles and motorcycles to be towed directly to the tow service yard. In those cases where forensic examination of the vehicle is required, or where the vehicle itself is evidence in a felony crime, it may, upon approval of a supervisor, be left at the Property Unit, accompanied by a Property Report. Keys to such vehicles shall be tagged and placed in the mailbox at the Property Unit.

D. Submission of Evidence and Property

1. The Property Unit shall notify the supervisor of a member or employee submitting improperly marked or packaged items. Property Unit personnel are expressly prohibited from correcting such errors.
2. Personnel shall book items into the Property Unit as follows:
 - a. The original Property Report shall accompany items booked, except items placed in connex boxes, which shall be accompanied by a copy of the Property Report and the original Property Report submitted to the Property Unit.

Copies of the Property Report which have not been distributed as receipts or documentation shall be submitted with the pertinent incident report.

- b. Personnel shall securely tag or appropriately package items booked. Such tag or packaging shall display, at minimum, the case number, crime code, item number, member or employee's badge number and date, printed clearly in ink. Small items may be placed in a marked envelope or appropriate container.

Personnel shall avoid marking items in a manner which damages or permanently defaces the item.

- c. Each item of property or evidence booked shall be documented on a Property Report. Incident reports shall reflect the disposition of item(s) seized, i.e., booked, returned to owner, retained by store.
 - d. Items except bicycles, vehicles, fireworks and hazardous materials shall be secured in evidence lockers, Crime Lab lockers, "biohazard" lockers, the

General Order G - 5 (Redacted)

Property Unit refrigerator, Property Unit sallyport or a Property Unit mailbox.

- e. Personnel placing items in "biohazard" lockers to dry are responsible for the subsequent removal, packaging and booking of such items, arranged through the Property Unit.
 - f. Arrestee's personal property which is not of evidentiary value shall accompany the arrestee to jail. Personnel may book arrestee property which is refused by the jail or inadvertently left at the Department as "safekeeping", under the case number of the arrest.
3. The Property Unit maintains secure mailboxes, for limited items of evidence, in the Property Unit sallyport and at the main station. Personnel shall deposit only those items which fit easily through the slot without hampering its operation and are not so heavy as to jeopardize the integrity of items already present.

Personnel shall not utilize mailboxes for the following items:

- a. Controlled substances;
 - b. Firearms;
 - c. Cash;
 - d. Liquids, or
 - e. Heavy/bulky items.
4. Packaging

Personnel shall package items as follows:

- a. *Items containing and/or contaminated with body fluids shall be clearly marked with red "biohazard" stickers or tape.*
- b. Undeveloped film, photographs and Polaroid prints shall be submitted in white photo envelopes.
- c. Small, light items, envelopes, and similar may be stapled to the pertinent Property Report and placed in a Property Unit mailbox.

General Order G - 5 (Redacted)

- d. Items requiring refrigeration shall be placed in the refrigerator at the Property Unit.
- e. Bicycles, fireworks and hazardous materials shall be marked or tagged and placed in the appropriate connex box with a copy of the Property Report. The original Property Report shall be submitted to the Property Unit.
- f. Items too large for lockers shall be submitted in the following manner:
 - 1. Monday - Friday, 0700 – 1700
On-duty Property Unit personnel shall be contacted.
 - 2. After hours
Personnel shall secure items in the Property Unit sally-port with the original Property Report attached, clearly mark each item “Evidence - Do Not Disturb” and notify the Watch Commander.

E. Controlled Substances

For purposes of this order, the term *narcotics* shall include controlled substances, medications requiring analysis, dangerous drugs, unidentified drugs and marijuana, as identified by statute.

1. Booking

Personnel shall book narcotics in the following manner:

- a. Narcotics shall be booked at the earliest opportunity, absent the express authorization of a supervisor.
- b. Narcotics shall be packaged in sealed Crime Lab controlled substance envelopes. Personnel shall not place Property Reports inside controlled substance envelopes.
- c. Paraphernalia and narcotic devices shall be handled in the same manner as other evidence, absent a need for analysis to establish the presence of narcotics. In such cases, personnel shall handle and package the

General Order G - 5 (Redacted)

paraphernalia or device in the same manner as narcotics.

EXCEPTION: The Crime Laboratory will not accept filled syringes. Personnel shall:

1. Empty the contents of the syringe into a vacuum container or other small container;
 2. Securely seal the container with tape;
 3. Place it in a controlled substance envelope, and
 4. Place the envelope into a Crime Lab locker.
 5. The syringe shall be booked separately, into the Property Unit, in a syringe tube.
- d. Items to be analyzed for the presence of narcotics shall be packaged in a sealed Crime Lab envelope and secured, with the original of the Property Report, in a Crime Lab locker. Personnel shall enter the item information on the Narcotics Log.
- e. Found narcotics or narcotics for destruction shall be clearly marked on the Crime Lab envelope "FOR DESTRUCTION" and placed in a Department property locker, with the original Property Report, all with the notation "FOR DESTRUCTION".
- f. Upon consultation with Property Unit personnel, other methods of packaging may be utilized for large quantities of narcotics.
- g. Only narcotics or items to be examined for the presence of narcotics shall be placed in Crime Lab envelopes/lockers.

F. Firearms

1. Booking

- a. Personnel shall, at the earliest opportunity, book weapons, and particularly firearms, coming into their possession, absent express authorization from a supervisor.

General Order G - 5 (Redacted)

- b. Personnel shall clearly identify and properly tag or package firearms and weapons in accordance with this order.

2. Unloading

- a. Except as described in (b), personnel shall remove ammunition and clips from firearms, utilizing a bullet trap, and package them separately.
- b. Personnel may temporarily secure, in a property locker, firearms which must be processed for evidence prior to being unloaded. Personnel shall clearly mark on the locker exterior "DO NOT DISTURB – LOADED GUN" and make immediate notification to the Property Unit and the Watch Commander. The assigned investigator is responsible for transporting such weapons to the Crime Lab.
- c. It is the responsibility of the member unloading a firearm to document the position, number and conditions of cartridges removed from the weapon.
- d. Personnel accepting custody of a firearm at any time shall conduct an examination to determine whether such weapon is loaded. In the event that such determination cannot be made, or that the mechanism for unloading cannot be ascertained, personnel shall secure the assistance of a Department Force Options instructor to determine whether the weapon is loaded and to unload it, if appropriate.

3. Packaging

- a. Rifles and Shotguns

Only those rifles and shotguns which are to be processed for latent prints or other evidence shall be packaged. Such weapons shall be submitted in a rifle box or paper wrapping, accompanied by the Property Report and the California Law Enforcement Telecommunications System (CLETS) printout for that weapon.

Rifles and shotguns not requiring processing shall have a property tag completed and attached to the firearm with string or wire, and shall be accompanied by the Property Report and the CLETS printout.

General Order G - 5 (Redacted)

b. Handguns

Personnel shall, after unloading the firearm, place it in an unsealed handgun envelope on which identifying information has been completed, accompanied by the Property Report and the CLETS printout.

c. Ammunition

Cartridges, cartridge cases and clips from handguns may be placed, packaged separately, in the handgun envelope, unless they are to be processed for evidence.

Cartridges or cartridge cases which are to be processed for evidence or submitted to the Crime Lab shall be individually wrapped in tissue or similar, individually sealed in envelopes or other small containers, and packaged separately from any firearm.

4. Release of Firearms

a. The Property Unit shall release firearms only by appointment, upon instruction from the investigating officer, a Detective Division supervisor, a Bureau commander, the District Attorney's Office, the City Attorney's Office, a court order, or, in the case of suicide weapons, upon order of the Coroner, and only to the owner of record.

b. Persons to whom firearms are to be released are required to first obtain a gun release packet from the Department Information Desk, complete the required forms and pay a fee to the Department of Justice.

c. After a release is requested and before releasing any firearm, Property Unit personnel shall complete a Department of Justice (DOJ) check on the individual to whom the firearm will be released.

d. Property Unit personnel shall not release ammunition with firearms, but shall require separate appointments.

G. Cash

General Order G - 5 (Redacted)

1. General

- a. Personnel shall book cash coming into their possession, other than as fees collected or as part of their regular assigned duties, at the earliest opportunity, absent the express authorization of a supervisor.
- b. Absent authorization from a supervisor, arrestees' cash which is not seized as evidence or pursuant to asset seizure guidelines shall accompany the arrestee.

2. Booking

- a. Personnel taking custody of cash shall document the amount in full. Checks or other promissory notes shall be listed individually, with the exact amount(s) noted.
- b. A second member or employee shall witness and initial cash counts. For amounts in excess of five hundred dollars (\$500.00), personnel may utilize the currency counter located in Investigations.
- c. Personnel shall package cash in currency pouches, with the white copy of the cash receipt.
- d. Currency pouches shall be used only for cash. Personnel shall separately package wallets, purses, fanny-packs and similar items.
- e. Personnel accepting custody of a currency pouch which shows evidence of tampering (e.g., evidence returned by the court) shall, in the presence of a second party, verify the amount, reseal the bag and, along with the second party, date and initial the seal.
- f. Personnel booking currency shall inform the Property Unit of any requirement to maintain the currency intact. Absent such requirement, the Property Unit may, after a normal retention time for such evidence, transfer cash to the Finance Department, necessitating the issuance of a check to any subsequent claimant.

General Order G - 5 (Redacted)

- g. Monies seized in anticipation of asset forfeiture shall be handled in accordance with General Order G-3, Asset Forfeiture.

H. BIOLOGICAL EVIDENCE

1. In accordance with Penal Code Sections 1405 & 1417.9, biological evidence shall be retained in a manner suitable for DNA testing after all felony convictions.

2. Evidence Requiring Retention

Personnel shall clearly indicate on the Property Report if an item of evidence was seized for biological testing and shall label the item as "biological material". This includes traditional biological evidence (e.g., blood, semen) and any item documented as having been seized for potential biological testing (e.g., clothing, footwear, bedding).

3. Duration of Retention

In felony cases, the Property Unit shall retain biological evidence and evidence seized for potential biological testing for the duration of the defendant's incarceration in connection with such case, or until a Notice of Disposal has been served on the appropriate parties in accordance with PC Section 1417.9. This includes items of evidence with a "reasonable likelihood" of containing biological evidence.

4. Handling

- a. Personnel shall wear clean gloves and appropriate protective gear when handling evidence seized for biological testing and shall minimize the handling of such evidence.
- b. Personnel shall air-dry wet or moist evidence in a biohazard locker, and then package it in paper. Liquid samples shall be refrigerated pending examination.

5. Storage

- a. Extracted DNA and biological evidence, once dry, shall be kept frozen while stored and transported, and shall not be subjected to repeated thawing and refreezing.

General Order G - 5 (Redacted)

- b. Liquid samples shall be submitted to the Crime Lab. Upon return from the lab, liquid samples may be transported and stored at room temperature.

6. Release or Destruction

Prior to the release or destruction of biological evidence in felony cases the Property Unit shall:

- a. Determine if an arrest was made, if a felony conviction occurred and if the defendant is still in custody for that conviction.
- b. If the defendant is still in custody, the Property Unit shall determine whether a Notice of Disposal is appropriate. If appropriate, the Property Unit shall initiate the Notice of Disposal in conformance with 1417.9 PC and forward a copy of the notice to Records.
- c. If the evidence is not cleared for release/destruction, the Property Unit shall contact the Detective Division for an anticipated date of clearance.
- d. If the evidence is retained, the Property Unit shall recheck the evidence for clearance contemporaneous to the anticipated clearance date provided by the Detective Division.

I. REMOVAL AND RELEASE OF PROPERTY AND EVIDENCE

1. Personnel shall remove property and evidence from the Property Unit only for legitimate law enforcement purposes. Personnel are responsible for items which they remove from the Property Unit until custody has been transferred elsewhere or the item(s) returned to the Property Unit.
2. Property Unit personnel shall, in accordance with established procedures, make items of evidence and property available upon request. Property or evidence shall be obtained in person by the requesting member or a designee.
3. Personnel accepting property or evidence for presentation at court shall, absent a supervisor's authorization, return items

General Order G - 5 (Redacted)

not retained by the court to the Property Unit the same day, with the original packaging.

4. Property Unit personnel excepted, where custody of evidence, or a part thereof, is transferred, the member or employee transferring custody shall obtain a written receipt documenting to whom the evidence was given and the date and time of transfer. The receipt shall be returned to the Property Unit.
5. When Property Unit personnel are not on-duty, personnel shall leave returned evidence in a property locker.
6. Evidence to Court

Personnel subpoenaed to court are responsible for the transportation of evidence as follows:

- a. Patrol Division personnel

The investigating member is responsible for all evidence in those cases where no Detective Division member or employee has been assigned, except evidence concerning a blood alcohol analysis and controlled substance evidence which is in Crime Lab custody.

- b. Detective Division personnel are responsible for evidence in those cases assigned to a detective, except evidence in the custody of the Crime Lab.
- c. The member who operated the Breathalyzer is responsible for presenting the Breathalyzer chart in court.

7. Property Not Received into Court

Firearms, contraband, and monies as specified below excepted, property transported to court but no longer needed by the Department, and not received into evidence, may be released by an investigating member directly to the owner or his/her agent. The member shall document on a copy of the Property Report all items released, obtain the signature and identifying information of the recipient, and return this form to the Property Unit.

Exceptions:

General Order G - 5 (Redacted)

- a. Monies booked as evidence in connection with a gambling arrest and not received in court as evidence shall not be released to any claimant absent a court order or order by the Chief of Police.
- b. Monies against which an asset-seizure claim has been initiated may be released only upon permission of the asset-seizure officer.

J. RELEASE OF PROPERTY

1. To Whom Property May be Released

- a. Persons claiming property are required to present current, valid identification as specified by the Property Unit.
- b. The Property Unit releases property to the owner of record or, in the case of found property, to the person from whom the property was originally received. Property may be released to an agent upon presentation of recorded power of attorney, or notarized authorization.
- c. Personnel shall advise other persons seeking the release of evidence or property and all persons seeking the release of contraband to obtain a court order mandating the release and specifying the name of the person to receive the property.

2. Property Held by a Court

Personnel shall direct to the District Attorney's Office inquiries regarding property which has been retained by a court. Property seized under authority of a search warrant may only be released in obedience to a court order.

3. Property Held by the Property Unit

Personnel shall direct persons requesting the release of property not received by the court to obtain a written release from the investigating member, detective or Deputy District Attorney.

The Property Unit releases items by appointment only, receipt of a property release.

General Order G - 5 (Redacted)

4. Receipts

Members relinquishing custody of evidence or property to the court shall obtain an itemized receipt from the Clerk of the Court, via the Deputy District Attorney, and shall promptly return such receipt to the Property Unit.

5. Found Property

Where the true owner of found property can be ascertained, the Property Unit shall promptly contact him or her and release the property, absent a written waiver of title.

6. Property Booked Safekeeping

Firearms and contraband excepted, and absent safety considerations, safekeeping property may be released upon request to the person for whom it was booked. Such person shall be required to sign a receipt.

The Property Unit shall dispose of unclaimed safekeeping property in accordance with applicable statutes. Members accepting property for safekeeping shall so inform the person surrendering the property.

7. Released to Agent

When property is to be released to a company, firm, or corporation, the agent representing the organization is required to present written authorization on organization letterhead, signed by an official of that organization.

K. DISPOSITION OF CONTRABAND, EVIDENCE AND PROPERTY

1. Disposition of Contraband

The word "contraband" as used herein denotes any property which is unlawful to possess.

a. Personnel coming into possession of any article, other than explosives, which is considered contraband and which has no further investigative value, shall book it into the Property Unit, where it shall be destroyed in accordance with statutory regulations.

b. Any exception requires the authorization of a supervisor.

General Order G - 5 (Redacted)

2. Disposition of Evidence and Property

The word "property" as used herein denotes all non-evidentiary items, other than contraband, booked into and controlled by the Property Unit.

- a. The Property Unit shall destroy, dispose of, auction, release for Departmental or City use evidence and property having no further investigative value and for which no owner can be located, in accordance with statutory regulations and General Orders.
- b. Any exception requires the authorization of a supervisor.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: G - 6
SUBJECT: DIGITAL EVIDENCE
DATE: May 22, 2007 (Issued)
June 1, 2011 (Last Revision)

I. POLICY

- A. California Evidence Code Section 1553 includes digital media as an admissible form of evidence. The Department preserves and maintains the quality and integrity of digital evidence, including, but not limited to, images recorded by digital cameras and audio recordings made by digital recorders.
- B. The Department makes available portable digital video recording devices (hereinafter referred to as PDRD) to provide audio and video documentary evidence of official Department activities.
- C. Digital files created on-duty, whether on personal or Department equipment, are Department property and may be subject to Public Records Act disclosure. Digital evidentiary files are maintained and released in accordance with guidelines established for other Department records.
- D. Personnel are not required, but are encouraged, to maintain digital recordings which do not constitute evidence. Such recordings include, but are not limited to, those made to memorialize citizen contacts.

II. DEFINITIONS

- A. *Digital Audio File:* A sound recording captured by a digital audio recorder.
- B. *Digital Image:* An image stored in a numerical form.
- C. *Image:* A physical likeness or representation of a person or thing which is drawn, painted, photographed, or otherwise made visible.

General Order G-6 (Redacted)

- D. *Image Enhancement:* Any process intended to improve the visual appearance of an image.
- E. *Original Image/Recording:* An accurate representation of the primary image or recording irrespective of media.
- F. *Primary Image/Recording:* The first instance in which an image or audio is recorded onto any media as a separate, identifiable object or objects.
- G. *VeriPic System/ VieVu System:* Software systems accessible at designated workstations and utilized by the Department to store and verify the authenticity of digital images and which provide secure storage of digital audio files.

III. PROCEDURE

A. General

1. Portable digital recording devices may be assigned to members or employees and may be utilized at their discretion, in accordance with this order. Personally-owned devices are also acceptable.
2. Digital images and audio recordings which are evidence in a criminal or other official investigation shall be stored and maintained in accordance with this order.
3. On-duty personnel recording Department activity, whether with Department- or personally-owned equipment, shall provide such recording to a supervisor upon request.
4. On-duty personnel shall not record personal conversations of or between other Department members or employees without that individual's knowledge.

B. VeriPic

1. The VeriPic system shall be utilized to download and store evidentiary digital still images and digital audio recordings. Access to VeriPic is limited to authorized personnel.
2. If the VeriPic system is offline or otherwise unavailable, personnel shall download evidentiary digital images and digital audio recordings to a CD-ROM, which shall be booked into evidence. A notation shall be made on the Property Report that VeriPic was unavailable.

General Order G-6 (Redacted)

C. Digital Still Cameras

1. Image Acquisition

- a. Photograph the image.
- b. Photograph a photo card, including the case number and photographer's name.
- c. Use photographic scale when needed
- d. Pull forward evidence sheet from NetRMS Evidence Property Manager and enter location as VeriPic.

2. Image Storage

- a. Primary images shall not be saved. Primary images shall be erased after the original image has been archived into the VeriPic System.
- b. Original images shall be stored and maintained in an unaltered state. This includes maintaining original digital images in their native file formats.
- c. Only duplicates of original images shall be enhanced or used as working copies.

3. Image Processing

- a. Image enhancement shall be performed only by authorized personnel, on duplicates of original images.
- b. Image enhancement shall be undertaken solely to make an image more viewable.
- c. Standard enhancement processes, including, but not limited to, techniques of cropping, dodging, burning, color balancing, and contrast adjustment, may be utilized to achieve an accurate rendering of the event or object.
- d. All enhancements made to an original image shall be accurately recorded and documented in a supplemental report. Documentation shall contain sufficient detail to enable a comparably-trained individual to duplicate the initial results.

D. Digital Audio Recordings

1. Evidentiary

- a. Digital audio recordings which constitute evidence shall be downloaded and stored within the Department's VeriPic System and a Property Report completed.
- b. Primary recordings shall not be saved. Primary recordings shall be erased after the original has been archived in the VeriPic System.
- c. The original recording shall be stored and maintained in an unaltered state. Only duplicates of the original recording shall be enhanced or used as working copies.
- d. All enhancements made to an original recording shall be documented in a supplemental report. Documentation shall contain sufficient detail to enable a comparably-trained individual to duplicate the initial results.

2. Non-Evidentiary

Non-evidentiary audio files may be:

- a. Entered into the VeriPic System under an Field Interview (FI) number or a citation number.
- b. Downloaded to a CD-ROM and personally retained. The duration of retention is at the individual's discretion.
- c. Where a retained non-evidentiary audio file is later determined to be evidence, it shall at the earliest opportunity be entered into VeriPic under the corresponding case or citation number and a supplemental report made.

E. Digital Video Recordings

1. The Department utilizes the VieVu portable digital recording device (PDRD). Only trained personnel shall operate Department PDRD's.

General Order G-6 (Redacted)

2. Digital video recordings which constitute evidence shall be downloaded and stored within the Department's VieVu system and a NetRMS Evidence Property Report completed identifying the location as VieVu server.
3. The use, duplication, and/or distribution of PDRD files requires prior authorization.
4. Personnel shall utilize their assigned PDRD as follows:
 - a. Personnel may use the PDRD to record a private person, with or without their knowledge, in a public place.
 - b. Members may use the PDRD to record a private person, with or without their knowledge, in a location where the member is lawfully present (e.g., inside a building or dwelling).
 - c. Once a PDRD is activated during an incident or encounter, personnel shall leave the device activated until the reasonable conclusion of that incident or encounter, or until such documentation is no longer necessary, as determined by the member or employee.
 - d. Only Information Systems personnel may add, remove, dismantle or alter any hardware or software component or part of the PDRD.
5. Operation
 - a. Prior to going in service, personnel shall test PDRD equipment to ensure the unit is properly charged.
 - b. Personnel shall position the PDRD to facilitate recording, in accordance with operating instructions. PDRD's are activated and de-activated manually.
 - c. Personnel shall upload PDRD data files at designated VieVu workstations once, at minimum, during any shift in which the device is utilized, to:
 1. Ensure storage capacity is not exceeded; and/or,

2. View uploaded data.

6. Defective devices shall be submitted to the Information Systems Manager, with a written description of the defect, including the serial number of the affected device.

7. Documentation

In addition to any Property Report or NetRMS Evidence Property Manager entry, personnel utilizing a PDRD shall document its use in the pertinent:

- a. Offense report;
- b. Citation;
- c. Arrest Report; or
- d. In CAD, in the "Comment" section.

8. Data Retention and Release

- a. It is the responsibility of the member or employee downloading a PDRD to identify any digital file associated with an investigation by noting the case number in the "Comments" section and checking the "Never delete this file" box.
- b. The Information Systems Manager or a designee is generally responsible for the maintenance, retrieval, and retention of PDRD digital files. Files down-loaded to physical media shall be booked into evidence as appropriate and are the responsibility of the Evidence Section.
- c. Digital files associated with an investigation shall be purged in conjunction with other evidence associated with that case.
- d. Digital VieVu files not associated with an investigation are automatically deleted from the VieVu system after one year.

9. PDRD File Copy Requests

- a. District Attorney/ Vallejo City Attorney

Shall be submitted to the Department Court Liaison Unit in the same manner as other evidence requests.

b. Public Defender/ Private attorney

Shall be submitted to the Department via a written discovery request, a subpoena, or a Public Records Act request.

c. Member or employee

1. Personnel may create copies of PDRD files, for official purposes only, at the time the PDRD is downloaded.
2. Personnel seeking to obtain copies of PDRD files shall submit a written or email request to their supervisor, or to the Information Systems Manager via the chain of command.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H - 10
SUBJECT: BODY MODIFICATION
DATE: June 5, 2007 (Issued)
June 14, 2007 (Revision 1)

I. POLICY

- A. The provisions of this order apply to all personnel, while on duty or in uniform.
- B. Personnel shall display body modifications only in accordance with this order. Tattoos which were obtained prior to the enactment of this order and which are not in violation of Paragraph C, following, are exempt (“grandfathered”).
- C. Body modifications which are offensive, obscene or sexually explicit, or which advocate or symbolize discrimination based upon gender, sexual preference, race, religion, ethnicity or national origin, or which signify gang affiliation, supremacist or extremist groups or drug use, shall not be visible at any time.

Determination regarding the acceptability of body modifications rests solely with the Chief of Police.

- D. Personnel shall not cover or mask modifications in order to comply with this policy, except where such covering is accomplished by the wearing of authorized uniform or apparel items as enumerated in General Order H-8, “Uniforms, Equipment and Appearance Standards”.
- E. With the exception of those items authorized in General Order H-8, “Uniforms, Equipment and Appearance Standards”, and herein, personnel are prohibited from displaying objects, articles, jewelry, or ornamentation attached or affixed to or through the skin, mucous membranes or teeth, absent specific permission from the pertinent Bureau or Division Commander.

General Order H-10 (Redacted)

- F. Body modifications shall under no circumstances interfere with the performance of assigned duties, or be visible through, or interfere with, the appearance or function of uniform, equipment or clothing items.

II. DEFINITIONS

Body modification, for purposes of this order, is defined as a deliberate change to the body for aesthetic or personal reasons, including, but not limited to, tattooing, piercing, splitting, stretching, branding, scarification, sub dermal implants and dental art and modification. Prescribed orthodontic appliances which are invisible or neutral color are excepted.

III. PROCEDURE

A. Tattoos, Brands and Scarification

1. Tattoos, brands and scarification above the collarbone and readily visible when wearing an open collar are prohibited, with the exception of permanent make-up for female personnel.
2. Tattoos, brands and scarification on hands, below the wrist bone, are prohibited.
3. Tattoos, brands and scarification which are visible while wearing a short sleeve shirt or uniform shorts or skirt shall be no larger in total cumulative area than the wearer's hand, fingers touching.

B. Piercings

Only earrings for female personnel, as described in General Order H-8, "Uniforms, Equipment and Appearance Standards", are authorized. No other visible ornamentation shall be worn in any piercing.

C. All Other Modifications (Splitting, Stretching, Implants, Dental Modification)

The display of all other modifications is prohibited.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H -11

SUBJECT: REIMBURSEMENT FOR DAMAGED
UNIFORMS AND EQUIPMENT

DATE: March 31, 2008 (Issued)

I. POLICY

- A. Provisions of this order pertain only to full-time members and to uniforms and equipment damaged in the line of duty. With the exception of watches, personal items not required as part of the uniform do not qualify for reimbursement.
- B. To qualify for reimbursement under this Order, members shall demonstrate that the circumstances causing the damage beyond the member's control.
- C. Incidents involving personal negligence do not qualify for reimbursement.

II. PROCEDURES

- A. Item Life Expectancy
 - 1. In those instances where payment is authorized, only an actual loss will be compensated. Where an item has been possessed for a period of time, pro-rated reimbursement may be made, based upon life expectancy of the item.
 - 2. The attached schedule denotes the average life expectancy of items and will be used as a guide for their replacement. Damage to an item which has exceeded its life expectancy does not qualify for reimbursement.
 - 3. The maximum reimbursement to any member whose watch may be damaged or destroyed in the line of duty shall exceed \$50.00, pro-rated as applicable.
- B. Submitting Claims

Members seeking reimbursement for items damaged in the line of duty shall submit a report to the Bureau Commander, via the chain of command, documenting the cost and date of purchase of the

General Order H - 11 (Redacted)

item and the circumstances and manner in which it beca damaged. Members shall, upon request, submit damaged items for inspection.

The Bureau Commander shall approve or deny each claim submitted by a member. Approved claims shall be processed in the same manner as other claims submitted to the City for reimbursement.

VALLEJO POLICE DEPARTMENT

LIFE EXPECTANCY SCHEDULE OF UNIFORM AND EQUIPMENT ITEMS

ITEM	LIFE EXPECTANCY
Uniform Cap	3 years
Uniform Jacket	5 years
Uniform Trousers/ MC Breeches	3 years
Leather Jacket	7 years
Uniform Shirt	3 years
Uniform Necktie	1 year
Uniform Shoes	3 years
Motorcycle Boots	5 years
Leather gear/ Helmet	10 years (issued)
Service Firearm	Indefinite (issued)
Badge/cap piece/name tag	Indefinite (issued)
Handcuffs	Indefinite (issued)
Baton	25 years (issued)
Safety Glasses	10 years (unless Rx changes)
Flashlight	2 years (issued)
Uniform Raincoat	5 years (issued)
Uniform Rain pants	5 years
Uniform Rain hat	5 years
Uniform Rain shoes (boots)	5 years
Cap Cover - Rain	5 years
CIVILIAN CLOTHING	
Suit	3 years
Shirt/Blouse	2 years
Necktie	1 year
Shoes	3 years
Holster/cuff case/badge holder	3 years
Topcoat (including cloth or rubber raincoat)	5 years
Watch (\$50.00 limit)	5 years

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H -12
SUBJECT: FIREARMS DISPOSITION
DATE: May 18, 2010 (Issued)

I. POLICY

- A. Firearms, other than those issued or purchased as Department equipment, which come into the possession of Department personnel as a result of their employment shall be booked into the Property Unit.
- B. Responsibility for the destruction or disposition of intact firearms and firearm components and the documentation thereof rests with the Property Unit supervisor, under the supervision of the General Investigations sergeant.
- C. Absent the exceptions noted herein, firearms and components thereof booked into the Property Unit shall be destroyed upon expiration of the appropriate statute of limitations.
- D. Firearms shall at all times be presumed loaded.

II. PROCEDURE

- A. Booking
Firearms shall only be accepted into the Property Unit as follows:
 - 1. Unloaded,
 - 2. Packaged in a gun envelope (handguns), a gun box or tagged (long guns only),
 - 3. Clearly marked or labeled,
 - 4. Accompanied by a CLETS printout for each firearm. It is the responsibility of the individual booking a firearm to include the CLETS printout.
- B. Destruction

General Order H-12 (Redacted)

1. Firearms booked into the Property Unit shall be destroyed upon expiration of the appropriate statute of limitations, with the following exceptions:
 - a. Weapons of continuing evidentiary value.
 - b. Where the owner wishes to claim the weapon and has notified the Property Unit thereof, provided proof of ownership and passed a Department of Justice firearms release check.
 - c. Where the weapon was reported stolen in another jurisdiction, and is to be returned to that jurisdiction.
 - d. Where the weapon was taken for safekeeping in accordance with Section 12028.5 P.C. and the owner has provided proof of ownership and passed a Department of Justice firearms release check
 - e. Where the weapon has not been associated with a violent crime, including, but not limited to, homicide, armed robbery, ADW, sexual assault, domestic violence, or a violation of Section 246 of the California Penal Code and has exceptional value with respect to sporting, recreation, or collection purposes, in which case it shall be disposed of in accordance with Section 12028 P.C.
 - f. Where the weapon has not been associated with a violent crime, including, but not limited to, homicide, armed robbery, ADW, sexual assault, domestic violence, or a violation of Section 246 of the California Penal Code and the non-serialized components thereof are appropriate for auction.
 - g. Upon court order, including weapons seized in accordance with search warrants.
 - h. In accordance with Section C - "Utilization of Firearms by Department Personnel", below.
 - i. By order of the Chief of Police or other competent authority.
2. The destruction of firearms shall be accomplished as follows:
 - a. Firearms to be destroyed shall be documented on a weapons log, which includes type, case number, make, model, caliber and serial number. Weapons logs shall be permanently retained by the Property Unit.

General Order H-12 (Redacted)

- b. Case information shall be researched in the same manner as for other evidence items.
- c. Handling of firearms for destruction shall be conducted within view of two Property Unit personnel whenever possible

AND

- d. After logging, handguns to be destroyed shall be maintained in sealed cartons, pending transportation for destruction.
- e. Transportation of intact firearms to the destruction site and destruction of intact firearms shall be done by no fewer than two personnel, one of whom shall be sworn,

OR,

- f. After logging, firearms to be destroyed shall be turned over to a previously-designated Department member or employee, who shall dismantle the weapons for salvage of the non-serialized components and destruction of the serialized components.
 - g. Non-serialized components may be sold at public auction in accordance with Section 2080.4/2080.5/2080.6 Civil Code. .
- 3. Destroyed firearms shall be entered into the CLETS firearms system in accordance with 12030(e) P.C.

C. Utilization of Firearms by Department Personnel

- 1. Only firearms which are eligible for public auction in accordance with Section 2080.4/2080.5/2080.6 Civil Code may be assigned to Department personnel, except that firearms which are otherwise illegal to possess may be assigned to an individual member or Rangemaster for purposes of training or other official use, upon written approval of the Chief of Police or a designee.
- 2. Firearms released for Departmental use are assigned to individuals and become their sole responsibility.
- 3. Firearms released from the Property Unit for Departmental use shall be documented as follows:
 - a. Each firearm's location and transaction shall be entered into the Property Unit computer system

General Order H-12 (Redacted)

- b. A permanent number shall be engraved or affixed whenever possible. The number, description, date, member information, and serial number, if any, shall be entered on a "Department Use" log, maintained by the Property Unit supervisor.
 - c. The firearm shall be entered into the Department-equipment computer system, shown as assigned to the member.
 4. Upon the conclusion of use of a firearm, it shall be returned to the Property Unit. It is the responsibility of the member to whom the firearm was assigned to notify the Property Unit prior to transferring possession of an assigned firearm.

D. Auctions

Firearms and firearm components eligible to be sold at auction shall be disposed of as follows:

- a. Property Unit personnel shall research case information to establish the status of the firearm.
- b. Intact firearms to be auctioned shall be documented on an "auction" log showing the case number, description of firearm and any serial number.
- c. Intact firearms from which the serial number has been removed may be auctioned after re-numbering, in accordance with P.C.537e(b), utilizing engraving or a permanent tag.
- d. Only firearm components manufactured without serial numbers may be separately auctioned.
- e. Upon conclusion of the auction, the Property Unit shall permanently retain copies of the auction log and any documentation provided by the auction company.
- e. Proceeds shall be directed to the Department Chief Financial Officer, who shall ensure that monies are deposited to the appropriate account

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-13R

SUBJECT: 1033 PROGRAM - DEMIL EQUIPMENT

DATE: September 15, 2010 (Issued)

I. POLICY

- A. The Department maintains weapons and equipment acquired through the Federal Government 1033 program.
- B. Equipment acquired through the 1033 Program shall be assigned as directed by the Chief of Police.
- C. Rifles acquired through the 1033 Program shall be assigned to the Vallejo Police Department [**REDACTED**]. Weapons are not intended as a general replacement for handguns and other short-range firearms.
- D. The use of equipment acquired through the 1033 Program is strictly reserved for law enforcement purposes. Personnel are required to utilize Department property and equipment in the manner for which it is intended.
- E. In the event that Department property is found bearing evidence of unreported damage or alteration, responsibility shall be by the last member using the property or to whom the property was assigned.
- F. The Vallejo Police Department "Point of Contact" for the 1033 Program is responsible for maintain and tracking of all the equipment.

II. PROCEDURES

- A. The [**REDACTED**] is limited to members who volunteer for the assignment, are endorsed through their chain of command, successfully complete training, maintain performance standards and demonstrate marksmanship through the weapons qualifications.

General Order H-13 (Redacted)

- B. Members who wish to participate on the [**REDACTED**] may be assigned equipment or weapons acquired through the 1033 Program.
 - 1. Members who successfully complete training shall be certified and shall retain that certification contingent upon performance evaluations of “at or above standard”.
 - 2. Rifles will be issued to, and retained by certified members of the [**REDACTED**].
- C. Program members assigned to the Patrol Division shall [**REDACTED**].
- D. Personnel shall, at the earliest opportunity, report in writing any loss of or damage to equipment or property assigned to or used by them.
 - 1. Personnel shall notify their immediate supervisor and the “Point of Contact” for the 1033 Program of any defects or hazardous conditions pertaining to issued equipment or property.
 - 2. The “Point of Contact” will complete all the required documents and notify the State Point of Contact at OES immediately.

III. RECORD MAINTENANCE

- A. All 1033 Program equipment shall be maintained by the Vallejo Police Department’s Evidence Section.
 - 1. The Evidence Section will record the equipment type, model, serial number and to whom and when the equipment was assigned. An electronic record will be maintained which will have limited access by department personnel.
 - 2. All weapons not assigned will be maintained in a secured area in the Evidence Section. Access to the area in the will be limited to the “Point of Contact” for the 1033 Program and the Evidence Section Manager.
 - 3. A yearly audit will be conducted by the “Point Of Contact” to comply with OES.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-1

SUBJECT: DEPARTMENT SECURITY

DATE: November 1, 1989 (Issued)
December 20, 2004 (Last Revision)

I. POLICY

Admittance to Department facilities shall be controlled to maintain security while providing appropriate access, accommodation and to the public.

II. DEFINITIONS

- A. *Non-public area* - any portion of the facility beyond the front lobby and Information Desk.
- B. *Non-accessible area* - a location in the facility to which only assigned personnel are permitted access.

III. PROCEDURE

- A. Exterior doors to the facility, except lobby doors, shall be kept closed and locked.
- B. Persons entering non-public areas of the facility shall have business in that area, provide appropriate identification to Information Desk personnel, and be admitted by a member or employee authorized to grant such access.
- C. Members and employees who allow individuals into non-public areas of the facility shall provide or ensure supervision adequate to maintain Department security.
- D. Personnel shall challenge any unidentified, unescorted person found in a non-public area of the facility and shall escort them to a public area or to the proper location for assistance.

General Order H – 1 (Redacted)

- E. Vendors and delivery persons shall be escorted while in non-public areas. Maintenance and construction workers shall be screened at the discretion of the Professional Standards Division commander, prior to being permitted unsupervised access.

- F. Access to the following non-accessible areas is limited to personnel who work or provide supervision in those areas. All other persons, including other Department personnel, shall be admitted only under escort or upon the approval of a supervisor.
 - 1. Communications Center
 - 2. Computer Room
 - 3. Electrical Room
 - 4. 911 Room
 - 5. Records Storage Area
 - 6. Telephone Room

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-2

SUBJECT: DEPARTMENT PROPERTY AND EQUIPMENT

DATE: October 1, 1986 (Issued)
May 9, 2005 (Last Revision)

I. POLICY

The use of Department property and equipment is strictly reserved for law enforcement purposes.

Personnel are required to utilize Department property and equipment in the manner for which it is intended.

Personnel are responsible for the proper care of Department property and equipment which they use or are assigned. Loss, alteration, or damage may be subject to reimbursement charges and disciplinary action.

In the event that Department property is found bearing evidence of unreported damage or alteration, responsibility shall be assumed by the last individual using the property or to whom the property was assigned.

II. PROCEDURE

A. Property or Equipment

1. Personnel shall, at the earliest opportunity, report in writing any loss of or damage to equipment or property assigned to or used by them.
2. Personnel shall notify their immediate supervisor of any defects or hazardous conditions pertaining to Department equipment or property.
3. Personnel shall alter Department equipment only upon the approval of a supervisor.

General Order H – 2 (Redacted)

B. Buildings

1. Personnel shall not damage, mark, or deface any surfaces in any Department building. A supervisor's authorization is required to affix any material in any manner to Department walls.
2. Personnel shall not post notices of a derogatory or inappropriate nature, nor mark, alter, or deface any posted notice of the Department.

D. Manuals

Personnel are responsible for maintaining issued manuals in a complete, current condition.

E. Computers

1. Personnel shall install software on any Department computer only with the express permission of the Computer Systems Administrator or designee.
2. Personnel shall not alter any Department computer, except by installing software as permitted. Personnel shall not tamper with any Department computer, or interfere with its operation.
3. Personnel shall promptly report all hardware failures to the Computer Systems Administrator or designee. Personnel shall not attempt hardware repair except under the direction of the Computer Systems Administrator or designee.

F. Vehicles

1. Personnel shall use Department vehicles only with the express or general permission of a commanding officer.
2. Personnel to whom Department vehicles have been assigned are responsible for inspecting such vehicle and its equipment. Personnel shall report damage, equipment shortages and necessary repairs as appropriate. Personnel shall replace equipment or supplies as needed.

General Order H – 2 (Redacted)

3. Personnel shall report at the earliest opportunity all accidents involving City personnel, property, and/or equipment.
4. Personnel shall transport citizens in Department vehicles only when necessary to accomplish a police purpose.

G. Surrender of Property and Equipment

Upon separation from the Department, personnel are required to surrender all Department property in their possession. Any exception shall be authorized by the Chief of Police or a designee.

Personnel may be held financially responsible for failing to return issued items.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-3

SUBJECT: POLICE FACILITY AND AREA PARKING

DATE: June 11, 1982 (Issued)
January 10, 2005 (Last Revision)

I. POLICY

- A. Except as provided in this order, Department personnel and visitors to the main station on Amador Street are prohibited from parking personal vehicles on Department property.
- B. Green zones in front of the main station are intended for the convenience of the public. On-duty personnel shall not park their personal vehicles in green zones during normal business hours. Off-duty personnel shall not park personal vehicles in green zones for longer than the specified time.
- C. Red zone restrictions are not waived for personal vehicles of members or employees.

II. PROCEDURE

- A. Use of off-street parking spaces in the main station lot shall be limited to the following:
 - 1. On-duty members or employees may park personal vehicles in "Reserved" spaces 1 through 6, adjacent to the south end of the main station building, between the hours of 1830 and 0730 on weekdays and at any time on weekends.
 - 2. The single space at the west side of the main station lot marked for specific personnel is reserved for that purpose Monday through Friday between the hours of 0700 and 1800.

General Order H - 3 (Redacted)

3. Parking spaces on the west and south sides of the main station lot, except as identified in the preceding paragraphs, shall be used for official vehicles only.
 4. Parking spaces at the north end of the main station lot shall be reserved for Bureau of Investigations vehicles.
 5. No vehicle shall be parked on Department property in a manner which impedes immediate use of any Department vehicle.
- B. The Watch Commander shall monitor compliance with the regulations set forth in this order and shall ensure that violators are subject to appropriate statutory enforcement and/or administrative action.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-4

SUBJECT: EXERCISE EQUIPMENT

DATE: September 22, 1977 (Issued)
December 20, 2004 (Last Revision)

I. POLICY

Personnel are required to maintain themselves in a good physical condition which permits the full, satisfactory discharge of their duties. It is the responsibility of the individual member or employee to determine in what manner this shall be accomplished.

The Department maintains a gym area and an array of physical exercise equipment for use by personnel. Such use is a privilege, strictly voluntary and limited to off-duty hours unless otherwise authorized.

Use of the Department gym and equipment is limited to authorized persons, as determined by the Chief of Police.

II. PROCEDURE

- A. Before using Department exercise equipment, personnel shall obtain authorization from an instructor, designated by the Chief of Police, who shall demonstrate safe use of the equipment.
- B. Personnel shall complete and sign an authorization form. The instructor shall route the form to the Administrative Unit for inclusion in the personnel file.
- C. Personnel shall utilize exercise equipment properly, in accordance with instructions.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-5

SUBJECT: USE OF SEAT BELTS

DATE: November 25, 1987 (Issued)
November 29, 2005 (Last Revision)

I. POLICY

- A. In compliance with pertinent provisions of California Vehicle Code Sections 27315 and 27315.5, members operating a Department or City vehicle, or riding as passengers in a Department or City vehicle operated by a member, are encouraged, but not required, to use seat belts.
- B. In compliance with Vehicle Code Section 27315 (d), employees operating or riding in Department or City vehicles are required to use seat belts.
- C. Persons transported in Department or City vehicles shall generally use seat belts in any vehicle so equipped. However, members are not expected to engage in a struggle nor compromise their safety in order to seatbelt an uncooperative subject.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-6

SUBJECT: TAKE-HOME VEHICLES

DATE: February 1, 2001 (Issued)
March 23, 2010 (Last Revision)

I. POLICY

- A. The use of Department take-home vehicles is a privilege and is not a benefit or right. This privilege may be revoked or amended at the discretion of the Chief of Police.
- B. Take-home vehicles are provided in lieu of other pay entitlements. The general operation of such vehicles by off-duty members is incidental to the work assignment and is not considered overtime.
- C. Members may be assigned vehicles which are marked or unmarked.
 - 1. K-9's excepted, members to whom marked vehicles are assigned shall [REDACTED].
 - 2. Members to whom unmarked vehicles are assigned shall [REDACTED], or shall reimburse the City for mileage incurred.
- D. Except while on duty, under supervision, for a law enforcement purpose, members shall not consume any intoxicating substance, including prescribed medication, prior to operating a take-home vehicle.

Members shall not be under the influence of an intoxicating substance while operating a take-home vehicle. For the purpose of this order, *under the influence* is defined as any objectively measurable impairment.

- E. Members to whom a take-home vehicle is assigned are at all times considered to be on-call and subject to recall to duty. Such

General Order H - 6 (Redacted)

members may be placed on standby, requiring immediate availability for duty.

- F. Off-duty members taking legitimate law enforcement action within Vallejo city limits, or while operating a marked vehicle at any location, may be compensated in accordance with established procedures.

II. PROCEDURE

A. General

Members with assigned take-home vehicles shall:

- 1. Reside within a [REDACTED] of the City of Vallejo and [REDACTED],

Or,

- 2. Park the car at [REDACTED] and must be pre-approved,

Or,

- 3. Reimburse the Department, at the current government rate, for mileage accrued [REDACTED]. Such reimbursement shall be in the form of a check, payable to the "City of Vallejo", and submitted quarterly.

- 8. While operating take-home vehicles, members shall:

- a. Conduct themselves in a manner which reflects positively upon the Department.
- b. Report to the Department, at the earliest opportunity, any theft from or damage to a take-home vehicle or its equipment.

Members involved in a traffic collision while driving take-home vehicle shall notify the on-duty Watch Commander.

- c. At all times, lock unattended take-home vehicles not under their immediate control. When appropriate, marked vehicles shall be parked in public view

General Order H - 6 (Redacted)

B. Utilization

Members to whom a take-home vehicle is assigned may use it for:

1. Travel to and from work or attending to personal business incidental to such travel;
2. Travel and activities related to an on-duty work assignment, including, but not limited to, required legal proceedings and training;
3. Travel within the City of Vallejo, including, but not limited to, personal business while off-duty, the transport of family with whom the member resides and the transport of passengers incidental to a law enforcement purpose;
4. As approved by the Chief of Police.
5. Members whose "take-home" vehicle is garaged outside the City limits shall limit its use to official business. For purposes of this order, official business includes, but is not limited to, travel:
 - b. To and from work, including locations other than the Department, and attending to personal business or transporting immediate family members incidental to such travel;
 - c. To an official assignment;
 - d. To locations other than the member's place of residence in preparation to respond to an assignment.
6. Members assigned to undercover duties shall [REDACTED].
7. While traveling within the City of Vallejo in a take-home vehicle, members shall monitor the police radio and be equipped and prepared to take law enforcement action as necessary. Off-duty members are not expected to take action which might expose family members present to danger.

General Order H - 6 (Redacted)

8. While operating take-home vehicles, members shall not wear any item which would reflect negatively upon the Department. Off-duty dress while operating a marked take-home vehicle shall generally comply with the dress requirements of Department General Orders.

C. Vehicle Care and Maintenance

1. The City of Vallejo shall provide gasoline, oil and other items necessary for the care and operation of take-home vehicles.
2. The Department shall provide each take-home vehicle with a standardized inventory of equipment and supplies, the maintenance of which is the responsibility of the assigned member.
3. Members shall obtain the approval of the Chief of Police prior to making any addition, deletion or alteration to the take-home vehicle's standard equipment or standardized inventory.
4. Members may use personally-owned storage containers and items which do not affect the operation or appearance of the vehicle.
5. Routine vehicle service shall be performed at the City of Vallejo's Corporation Yard; however, the member is responsible for maintaining the following:
 - a. Engine oil level
 - b. Fluid levels
 - c. Tire pressure
 - d. Minor maintenance functions, as authorized by the Department
 - e. The vehicle service and defect log
 - f. The cleanliness of the vehicle.
6. The City of Vallejo Corporation Yard is responsible for the co-ordination of take-home vehicle repairs and maintenance.

General Order H - 6 (Redacted)

7. Members are responsible for scheduling non-emergency repairs and routine maintenance with the Corporation Yard. Members shall provide at least ten (10) days' advance notice and shall schedule repairs and maintenance for those times when the member is off-duty. Members are responsible for transporting their vehicles to and from the Corporation Yard, and shall drop off the vehicle when going off duty and pick it up prior to the beginning of their next shift.
8. Members shall take vehicles in need of emergency repair directly to the Corporation Yard, absent instructions to the contrary.
9. Members may wash and clean take-home vehicles through means routinely utilized by the Department, or may personally clean the vehicle.
10. Members shall make assigned vehicles available for inspection upon request.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-7

SUBJECT: FIREARMS AND AMMUNITION

DATE: June 4, 1974 (Issued)
July 9, 2009 (Last Revision)

I. POLICY

- A. The authorized duty handgun for members shall be the **[Redacted]**. The authorized duty ammunition is Department-issued **[Redacted]**.
- B. Supervisors shall conduct quarterly inspections to ensure compliance with this order.

II. PROCEDURE

A. General

Members are responsible for obtaining the prior approval of the Department Range Master for any weapon, ammunition, holster, or related equipment carried, on- or off-duty, by virtue of their employment with the City of Vallejo. **[Redacted]**.

B. Handguns

- 1. Members may carry a personally-owned **[Redacted]** in lieu of a Department-issued weapon.
- 2. Detectives and non-uniformed members shall carry the **[Redacted]** while on duty.

Subject to supervisory approval, members working in an undercover capacity may be temporarily exempted from this requirement for the duration of a specific undercover operation, after having qualified with the weapon under consideration. **[Redacted]**

- 3. On-duty members may carry **[Redacted]**

[Redacted]

4. The Department Range Master shall inspect, approve and record any **[Redacted]** before it may be carried.
5. The Department armorer shall annually inspect duty handguns, whether personally- or Department-owned, and shall maintain records of such inspections.
6. The Department armorer or an authorized repair shop shall inspect auxiliary handguns annually. Such inspection shall be at the member's expense. The member shall provide proof of inspection to the Department Range Master.
7. Members shall obtain approval from the Department Range Master before making any modification to a firearm carried on-duty.

C. Ammunition

1. The Department provides ammunition for duty handguns and Department-issued weapons only.
2. Ammunition, whether for on- or off-duty use, shall be **[Redacted]**.
3. On-duty members in uniform shall carry **[Redacted]**.
4. Detectives and non-uniformed members are required to carry **[Redacted]**.
5. Members may carry Department-issued **[Redacted]**

D. Weapons Handling

1. Members shall carry handguns in an approved holster.
2. Members shall carry **[Redacted]**.
3. Absent exigent circumstances, members shall utilize a Department bullet trap when loading and unloading handguns, pointing the muzzle directly into the top of the trap.

General Order H – 7 (Redacted)

4. Except as specified in the Department General Order pertaining to the use of force, or during weapons qualifications, members shall point handguns directly into a bullet trap before pulling the trigger.
5. Members shall load and unload shotguns and rifles outside Department vehicles, keeping the barrel vertical and confirming that the chamber is empty.
6. Members accepting custody of a firearm from any source shall **[Redacted]**.

^^

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-8

SUBJECT: UNIFORMS, EQUIPMENT AND APPEARANCE
STANDARDS

DATE: October 1, 1986 (Issued)
April 16, 2009 (Last Revision)

H-8.1 POLICY

- A. This General Order is presented in a format which differs from other Department General Orders, to facilitate reference and modification.
- B. Members and employees shall, while on-duty and absent orders to the contrary, be attired and equipped in the manner set forth in this Order, and shall present a conservative, professional appearance. Absent a supervisor's authorization, uniformed members shall wear all required uniform items while in public view.
- C. Uniformed personnel shall possess and maintain in good condition all apparel and equipment mandated for their assignment. Personnel shall wear only the uniform specified for their rank or assignment.
- D. Uniforms and business or office attire shall fit properly and be maintained in a neat, clean condition. Items which are faded, with apparent mends, or in need of repair shall not be worn.
- E. While in uniform, members and employees shall not wear any visible insignia, emblem, decoration, symbol, badge, pin, jewelry or ornament other than conservative rings, Departmental awards and indicia of rank. Female personnel in uniform may wear conservative post or stud earrings. Male personnel in uniform may not wear earrings.

General Order H - 8 (Redacted)

- F. Any device used to hold eyeglasses shall be black or dark blue.
- G. Electronic devices, if worn, shall be visible only on the belt.
- H. Members and employees shall not wear civilian clothing with any distinguishable uniform item, except while traveling to and from work in a private conveyance and not readily visible to the public.
- I. While in uniform, off-duty personnel shall comply with Departmental regulations and are strictly prohibited from any activity inappropriate for on-duty personnel.
- J. Unless specifically stated to the contrary, all provisions of this Order pertaining to members apply equally to reserve officers.
- K. Non-regulation articles shall not be worn on duty, except temporarily authorized for assignments in which regulation articles would be inappropriate.
- L. Personnel may request the modification or addition of uniform or equipment items by submitting a written justification through the chain of command to the Chief of Police. No new or modified article shall be worn except upon a revision of this General Order or the issuance of written instructions.
- M. Uniform clothing or equipment which is damaged in the line of duty may be repaired or replaced at the discretion of the Chief of Police. Requests for repair or replacement are submitted to Bureau commanders, via the chain of command.
- N. Personnel shall not reproduce the Department shoulder patch, badge, cap shield or other insignia in any manner, on any item, absent the specific authorization of the Chief of Police.
- O. Uniform and clothing requirements are subject to Department needs and individual assignments, at the discretion of the Chief of Police or a designee.

H-8.2 DEFINITIONS

Uniform – Standardized items of apparel and equipment, specific individual ranks and assignments within the Department, which identify the job function of the member or employee.

Business attire – Non-uniform apparel worn by on-duty personnel in specific assignments or while functioning as representatives of the Department (e.g., General Investigations members, court testimony, instructors, meetings, presentations).

Office attire – On-duty apparel worn by employees whose assignment does not require a uniform.

H-8.3 UNIFORMED MEMBERS

A. Grooming Standards

1. Members shall maintain adequate, appropriate grooming and personal hygiene standards.
2. Members shall style their hair to present a neat, clean, trimmed and well-groomed appearance. Hair shall be styled in a conservative manner.

Hair may cover the top one third of the ear but may not be worn longer than the top of the collar. Hair may not fall below the center of the forehead and may not, in any case, be worn in a manner that restricts the field of vision or interferes with the proper wearing authorized headgear or equipment.

3. Women shall not wear decorations in the hair, but inconspicuous hair clips or hairpins are permitted. Cosmetics and nail polish shall be conservative and subdued.
4. Sideburns shall be neatly trimmed, may not extend below the lowest part of the ear, shall not be wider than 1½ inches, and must end in a clean-shaven, horizontal line.
5. Men may wear moustaches which follow the natural curve of the upper lip and are neatly trimmed. Moustaches may not extend more than ¼ inch below

the corner of the mouth and may not connect with sideburns.

6. While on-duty, men shall not wear facial hair, except for mustaches, absent specific authorization from the Chief of Police.
7. Nails shall be maintained at a length which does not interfere with the performance of duty.

B. Uniform and Equipment Standards

1. Uniformed members shall wear either a Class A, Class B or Class C uniform while on duty, depending on the nature of their assignment and direction they may receive.

The components of each class of uniform are set forth below. The specifications for each component are detailed in Part H-8.12 of this Order .

- a. Class A Uniform: Cap with shield, uniform jacket with shoulder patch, trousers, belt, long sleeve shirt with shoulder patch, tie, badge, nameplate, any indicia of rank, white gloves (when directed), shoes, socks, protective vest, and basic equipment.

For ceremonial occasions, including, but not limited to, inspections, ceremonies, official events, funerals, and appropriate formal activities, members shall wear the uniform cap, and equipment may be limited to gun belt, holster, loaded handgun, magazine cases, loaded magazines, handcuff case and handcuffs.

Motorcycle and mounted officers will make the necessary substitutions.

- b. Class B Uniform: The same as the Class A uniform, described above, except that:

(1) Wearing of the cap with shield is optional. Members may substitute the black

utility cap bearing an embroidered Department insignia.

(2) A black dickey or turtleneck shirt or sweater may be worn under a long sleeve or short sleeve shirt if the Class A uniform jacket is not worn. The turtleneck may have "VPD" embroidered on the neck, in silver for officers, corporals and sergeants and gold for lieutenants and above.

(3) A white or black undershirt must be worn and visible at the neck if a tie, dickey or turtleneck is not worn.

(4) Wearing of the Class A uniform jacket, utility jacket or leather jacket is optional. Provided, however, that a long sleeve shirt and tie must be worn when the Class A jacket is worn. Objects in the outside pockets of jackets shall not be visible.

(5) Motorcycle and mounted officers will make the necessary substitutions.

- c. Class C Uniform: The Class C "utility" uniform may be worn while performing patrol and related field functions. The optional shorts may be worn during the months of May through October.

The Class C uniform is not approved for court appearances.

The Class C uniform consists of the utility cap with embroidered Department insignia; a utility shirt with Department patches, cloth rank insignia and embroidered star and name; utility trousers or shorts, socks, utility uniform boots, protective vest, and basic equipment. The Class C uniform shall be tailored to present a professional fit and image, laundered and pressed with military creases.

The Class C uniform may be modified in the following manner:

(1) The sleeves of the utility shirt may be cut and hemmed to the length of the standard uniform short sleeve shirt.

(2) The utility trousers may be converted to "walking shorts" by cutting and hemming the legs at knee length.

(3) When utility shorts are worn, low or three-quarter height black running shoes, with plain white calf-length athletic socks, will be substituted for uniform shoes or uniform boots.

(4) Special Weapons and Tactics team members may substitute subdued patches, insignia and identifiers on the utility shirt and utility cap.

d. Staff Utility Uniform

Personnel must be specifically authorized by the Chief of Police or a Bureau Commander to wear a staff utility uniform.

The staff utility uniform consists of long- or short-sleeve pullover shirt with embroidered name and Department insignia, trousers, socks, shoes and belt, optional staff utility jacket with embroidered or dye-processed Department insignia, optional utility cap with embroidered or sewn-on Department insignia.

2. Raingear specified in this Order may be worn with any uniform combination during inclement weather.

3. Reserves

a. Trousers – Same as member.

Shorts – Same as member

b. Belt - Same as members, with silver buckle.

c. Uniform Shirt - Same as member.

General Order H - 8 (Redacted)

- d. Shoulder Insignia - Same as member.
- e. Badge – Same as member, in silver. Numbers on reserve officer badges shall be four digits, with number 16 as the first two digits.
- f. Nameplate – Same as member, in silver.
- g. Tie and Tie Bar - Same as member, in silver.
- h. Socks – Same as member.
- i. Footwear - Same as member.
- j. Rain Apparel (optional) - Same as member.
- k. Utility Cap (optional) - Same as member.
- l. Service Stripes (optional) – Same as member.
- m. Utility Uniform - Same as member.
- n. Staff Utility Uniform

Reserve personnel must be specifically authorized by the Chief of Police or a Bureau Commander to wear a staff utility uniform. The staff utility uniform is the same as members.

- o. Reserve Insignia of Rank

Rank insignia shall be silver in color and worn only on the collar.

H-8.4 BUSINESS ATTIRE - MEMBERS

- 1. Members shall wear business attire that is neat, clean, conservative, gives a professional appearance and which is suitable for law enforcement tasks.
 - (a) Men shall wear business suits or conservatively-tailored sport coats and slacks. Dress shirts and ties shall be worn when appearing in court or attending public meetings, but ties may be removed in other settings in which open-collared shirts would

appear to be appropriate and a polo-style shirt may be substituted for an open-collared dress shirt, at the member's option.

- (b) Women shall wear suits, dresses, skirts or slacks that are suitable for professional business wear, conservative in style, length and fit and which permit execution of law enforcement tasks. Accessories shall be of conservative style and color.
 - (c) Both men and women shall wear shoes that are conservative in style, color and heel height, and which do not hinder the execution of law enforcement tasks. Tennis or gym style shoes or cowboy boots of any style shall not be worn. Women's shoes shall have a back strap or full back, with a maximum heel height of 3 inches.
 - (d) Jewelry shall be minimal and conservative. Women shall not wear decorations in the hair, but inconspicuous hair clips or hairpins are permitted. Cosmetics and nail polish shall be conservative and subdued.
 - (e) Members in plainclothes assignments may wear the staff utility shirt in any solid color with coordinating pants. Sleeve and collar trim is permitted.
 - (f) Members in plainclothes assignments shall carry a loaded, Department-approved handgun, extra ammunition, handcuffs, badge, Department identification and, as needed, a protective vest.
 - (g) Women may wear inconspicuous earrings. Men may not wear earrings while on duty.
 - (h) Nails shall be maintained at a length which does not interfere with the performance of duty.
2. Bureau or unit commanders may authorize or require members to wear clothing or carry equipment which does not meet the foregoing standards when such

alternative attire or equipment is needed to accomplish a specific police purpose.

H-8.5 EMPLOYEES

A. Grooming Standards

1. Employees shall maintain adequate, appropriate grooming and personal hygiene standards.
2. Employees shall style their hair to present a neat, clean, trimmed and well-groomed appearance. Hair shall be styled in a conservative manner.

Men shall wear their hair in a style that does not extend more than 3 inches from the top or sides of the head. Hair may cover the top one third of the ear but may not be worn longer than the top of the collar. Hair may not fall below the center of the forehead. Hair shall be neatly trimmed and tapered or styled in a manner giving an overall even appearance. Hair shall not protrude abruptly from the head.

Women shall wear their hair in a conservative style suitable for a professional public service setting. Women shall not wear decorations in the hair, but inconspicuous hair clips or hairpins are permitted. Cosmetics and nail polish shall be conservative and subdued.

3. Men may wear moustaches that do not extend more than $\frac{1}{2}$ inch beyond or $\frac{1}{4}$ inch below the corners of the mouth. Beards, if worn, shall not exceed 1 inch in length. Sideburns shall not be wider than $1\frac{1}{2}$ inches at the bottom, may not extend lower than the bottom of the ear and must end in a clean-shaven, horizontal line.
4. Nails shall be maintained at a length which does not interfere with the performance of duty.

B. Business Attire

1. Employee business attire shall be neat, conservative and give a professional appearance.

- (a) Men shall wear business suits or conservatively tailored sport coats and slacks. Dress shirts and ties shall be worn when appearing in court or attending public meetings, but ties may be removed in other settings in which open-collared shirts would appear to be appropriate, and a polo-style shirt may be substituted for an open-collared dress shirt, at the employee's option.
 - (b) Women shall wear suits, dresses, skirts or slacks that are conservative in style, length and fit, suitable for professional business wear and the duties of the assignment. Accessories shall be of conservative style and color.
 - (c) Both men and women shall wear shoes that are conservative in style and color. Tennis or gym style shoes or cowboy boots of any style shall not be worn. Women's shoes shall have a heel height of no more than 3 inches, with a back strap or full back.
 - (d) Jewelry shall be minimal and conservative. Women may wear inconspicuous earrings. Men may not wear earrings while on duty.
2. Supervisors may permit or require employees to wear other styles of clothing when they deem it necessary to accomplish a specific police objective.

C. Office Attire

Employees whose permanent assignment does not require a uniform shall conform to the provisions of employee business attire standards, or may wear a uniform designated and approved by their Bureau commander, or the staff utility shirt in a permitted solid color with coordinating pants or skirt.

D. Uniform and Equipment Standards - Employee

1. Employees in the following assignments shall wear an approved uniform while on duty unless otherwise instructed by the Chief of Police or the pertinent Bureau Commander.
 - a. Police Assistants
 - b. Communications personnel
 - c. Records personnel
 - d. Police Clerks
 - e. Police Cadets
 - f. Police Chaplains and Explorers
 - g. Volunteers

2. Specified components of the employee uniform are the same as listed for the member uniform. Other items are unique and are described in detail below.

Same As Member Uniform

Trousers
Shorts
Belt
Shoulder Patch
Nameplates (including embroidered)
Tie and tie bar
Socks
Utility Cap
Staff Utility Uniform
Rain apparel

Differs from Member Uniform

Uniform Shirt
Skirt
Footwear
Badge
Sweater (Optional)
Service Stripes
Utility Uniform
Sweatshirt

H-8.6 Police Assistants

- a. Trousers – Same as member. Employees may wear Fechheimer 32221 (100% polyester).

Shorts – Same as member.
- b. Belt - Same as member, with silver buckle.
- c. Uniform Shirt

The shirt shall be “French Blue”, 65% polyester / 35% rayon, with long sleeve, Fechheimer style #45W6626 or short sleeve Fechheimer style #95R6626. If a badge is worn,

shirt shall have a badge tab attached to the left breast area above the pocket.

If an undershirt is visible at the collar of the uniform shirt, it shall be a white crew neck T-shirt or the optional turtleneck sweater. The sleeves of the undershirt shall not be visible below the sleeves of the uniform shirt. No other undergarments shall be visible.

Police assistants not assigned to field duties may, upon approval of the Bureau Commander, have the shirt hemmed to hip-length, without tails, to be worn over the belt line. belt shall be worn.

d. Skirt

1. The skirt (for station assignment only) shall be LAPD blue, 100% Dacron polyester elastic weave, 13 to 13-1/2 ounces. A wool blend or 100% wool serge shall be worn with Class A jacket. The skirt shall be zipped on the side or back. It shall be a modified A-line, 4 gore or 6 gore skirt. Length may vary from the top of the kneecap to no longer than two inches below the knee, according to personal preference.

2. A culotte-type skirt with material and specifications the same as above.

e. Shoulder Insignia - Same as member.

f. Badge

The badge shall be a silver non-engraved Jones Design #514EX reflecting the employee's classification on a lower "ribbon" panel.

In lieu of the metal badge, police assistants may wear an approved embroidered silver-colored star on a utility shirt.

g. Nameplate

Same as member, in silver. The nameplate shall be worn by all uniformed police assistants. An embroidered name may be worn in lieu of the nameplate on the utility shirt jacket.

General Order H - 8 (Redacted)

h. Tie and Tie Bar - Same as member, tie bar in silver.

i. Socks

Same as member. In addition, female employees shall have the option of wearing sheer, flesh-colored hosiery.

j. Footwear

For police assistants assigned to the field - Same as member.

For police assistants assigned to the station or an office – Black leather or leather-like material with plain closed toe, conservative in style. Heel height a maximum of 2 inches. Tennis or gym style shoes, sandals, open-back shoes or cowboy boots of any style shall not be worn. Boot-type or ankle-height shoes may be worn only with trousers.

When utility shorts are worn, low or three-quarter height black running shoes, with plain white calf-length athletic socks, shall be substituted for uniform shoes or uniform boots.

k. Sweater (optional)

A collarless sweater, either a sleeveless pullover or long-sleeved cardigan type, which matches the uniform trousers, may be worn by uniformed employees not assigned to field duties. The Departmental patches shall be attached to each sleeve in the same position as on the uniform shirt. A dark blue turtleneck sweater, which fits snugly around the neck, may be worn under the long-sleeved uniform shirt.

l. Rain Apparel (optional) - Same as member.

m. Utility Cap (optional) - Same as member.

n. Service Stripes (optional)

Service stripes, one (1) stripe for every five (5) years service with the Vallejo Police Department or any California municipal police department, sheriff's department, or California Highway Patrol, are authorized for police assistants who wear long sleeve uniform shirts.

o. Utility Uniform

Police assistants must receive specific authorization from the Chief of Police or a Bureau Commander before wearing the field utility uniform and boots or shorts approved for members. The utility uniform shall be pressed with a military crease.

The utility uniform may be worn by police assistants assigned to field duties. Police assistants may wear the optional shorts during the months of May through October.

Police assistants shall substitute the "French blue" uniform shirt with the embroidered star and name for the black long or black short sleeved polo shirt prescribed for sworn employees.

The utility jacket is the only outer garment that may be worn when assigned to field duties. The embroidered name and badge shall be worn in the same manner as prescribed for the utility shirt.

p. Staff Utility Uniform

Uniformed police assistants must be specifically authorized by the Chief of Police or a Bureau Commander to wear a staff utility uniform. The staff utility uniform is the same as sworn.

q. Equipment Belt

Police Assistants assigned to field duties shall wear standard belt approved for members, with appropriate equipment. Buckles and snaps shall be silver. Police Assistants who have completed an approved training course may carry the Department-issue aerosol OC canister and OC holster on the equipment belt.

General Order H - 8 (Redacted)

H-8.7 Communications Personnel

- a. Trousers – Same as Police Assistant.
Shorts – Same as Police Assistant
- b. Belt - Same as Police Assistant, with silver buckle.
- c. Uniform Shirt - Same as Police Assistant
- d. Skirt –Same as Police Assistant
- e. Shoulder Insignia - Same as member.
- f. Badge – Same as Police Assistant
- g. Nameplate – Same as Police Assistant
- h. Tie and Tie Bar - Same as members, tie bar in silver.
- i. Socks – Same as Police Assistant
- j. Footwear - Same as Police Assistant
- k. Sweater – Same as Police Assistant
- l. Rain Apparel (optional) - Same as member
- m. Utility Cap (optional) - Same as member
- n. Service Stripes (optional)– Same as Police Assistant
- o. Utility Uniform - Same as Police Assistant
- p. Staff Utility Uniform – Same as Police Assistant

Communications Center personnel may wear a black long-sleeved sweatshirt of good quality cotton/synthetic blend with the Staff Utility Uniform. An embroidered multi-color miniature version of the Department shoulder insignia is applied to the left breast area. The wearer's first name or initial and last name are embroidered on the right breast area. The employee's division may be embroidered above, or if necessary, continued below the insignia. The sweatshirt may only be worn with the Staff Utility uniform.

General Order H - 8 (Redacted)

H-8.8 Records Personnel

- a. Trousers – Same as member.
Shorts – Same as member
- b. Belt - Same as members, with silver buckle.
- c. Uniform Shirt - Same as Police Assistant
- d. Skirt –Same as Police Assistant
- e. Shoulder Insignia - Same as member.
- f. Badge – Same as Police Assistant
- g. Nameplate – Same as Police Assistant
- h. Tie and Tie Bar - Same as members, tie bar in silver.
- i. Socks – Same as Police Assistant
- j. Footwear - Same as Police Assistant
- k. Sweater – Same as Police Assistant
- l. Rain Apparel (optional) - Same as member
- m. Utility Cap (optional) - Same as member
- n. Service Stripes (optional)– Same as Police Assistant
- o. Staff Utility Uniform – Same as Police Assistant.

Records personnel working out of view of the public may wear a black long sleeved sweatshirt of good quality cotton/synthetic blend with the Staff Utility Uniform. An embroidered multi-color miniature version of the Department shoulder insignia is applied to the left breast area. The wearer's first name or initial and last name are embroidered on the right breast area. The employee's division may embroidered above, or if necessary, continued below the insignia. The sweatshirt may only be worn with the Staff Utility uniform.

General Order H - 8 (Redacted)

- p. Utility Uniform - Same as Police Assistant, upon authorization

H-8.9 Police Cadets

- a. Cap - Same as members.
- b. Cap Shield - The cap shield is Jones Design #668, silver-plated and hand-tooled with a three-dimensional high-crown star. The lower panel contains the word "CADET" in raised letters.
- c. Trousers – Same as members
Shorts – Same as members
- d. Belt - Same as members, with silver buckle.
- e. Uniform Shirt

The shirt shall be "French Blue", 65% polyester / 35% with long sleeve, Fechheimer style #45W6626 or short sleeve Fechheimer style #95R6626. If a badge is worn, shirt shall have a badge tab attached to the left breast area above the pocket.

If an undershirt is visible at the collar of the uniform shirt, it shall be a white crew neck T-shirt or the optional turtleneck sweater. The sleeves of the undershirt shall not be visible below the sleeves of the uniform shirt.

- f. Gloves – Same as members
- g. Shoulder Insignia - Same as members.
- h. Badge

The badge shall be a silver non-engraved Jones Design #514EX reflecting the cadet's classification on a lower "ribbon" panel.

In lieu of the metal badge, cadets may wear an approved embroidered silver-colored star on a utility shirt.

- i. Nameplate

Same as members, in silver. A nameplate shall be worn by all cadets. An embroidered name may be worn in lieu of the nameplate on the utility shirt and jacket.

j. Tie and Tie Bar - Same as members, in silver.

k. Socks

Same as members. In addition, female employees shall have the option of wearing sheer, flesh-colored hosiery.

l. Footwear

Same as members.

m. Sweater (optional)

Same as Police Assistants.

n. Rain Apparel (optional) - Same as members.

o. Utility Cap (optional) - Same as members.

p. Utility Uniform

Cadets must receive specific authorization from the Chief of Police or a Bureau Commander before wearing the field utility uniform, boots or shorts approved for members. The utility uniform shall be pressed with a military crease.

The utility uniform may be worn by cadets assigned to field duties. Cadets may wear the optional shorts during the months of May through October. Cadets shall substitute the "French blue" uniform shirt with the embroidered star and name for the black long- or black short-sleeved polo shirt prescribed for sworn employees.

The utility jacket shall be the only outer garment worn when assigned to field duties. The embroidered name and badge shall be worn in the same manner as prescribed for the utility shirt.

q. Staff Utility Uniform

General Order H - 8 (Redacted)

Cadets must be specifically authorized by the Chief of Police or a Bureau Commander to wear a staff utility uniform. The staff utility uniform is the same as sworn.

- r. Equipment Belt – Same as Police Assistants
- s. Insignia

Squad Leaders shall wear a single stripe chevron.

Cadets who have attained the TRT physical fitness level may wear a Department-issue blue and red enamel bar, 1/16" above the nameplate on the uniform jacket or shirt.

- t. Cadets assigned to the station or an office shall wear a uniform or shall conform to member business attire standards.

H-8.10 Chaplains and Explorers

A. Chaplains

1. Shirt

White 65% polyester /35% rayon long sleeve Fechheimer style #45W6600 or short sleeve Fechheimer style #95R6600. Chaplains shall wear an approved "rocker" displaying the word CHAPLAIN above the Departmental shoulder insignia. Chaplains may wear a 3/4" cross insignia on each shirt collar centered 1" from and parallel to the front edge of the collar. Chaplains also may wear the Staff Utility Shirt.

2. Jacket

Chaplains may wear an appropriately modified "raid jacket" with the word "Chaplain" clearly visible on the front and back.

3. Other items – Same as Police Assistants

B. Explorers

Same as Cadets, except –

Shirt – An academy blue shirt of similar design and quality shall be substituted for the Cadet shirt.

H-8.11 Volunteers

a. Shirt

A department approved polo shirt, short or long-sleeve pullover, of good quality cotton/synthetic blend, with sport collar and 3-button front. An embroidered multi-color miniature version of the Department shoulder is applied to the left breast area. The word "Volunteer" shall be embroidered above the insignia, with the wearer's first initial and last name embroidered on the right breast area.

b. Uniform

Volunteers have the option of wearing a complete uniform. Volunteers who elect this option shall wear a white 65% polyester / 35% rayon long sleeve Fechheimer style #45W6600 or short sleeve Fechheimer style #95R6600, with an approved embroidered "rocker" displaying the word "Volunteer" above the Department shoulder insignia, worn with the employee trousers and footwear. Volunteers also may wear the Staff Utility Shirt.

c. Badge

Citizens on Patrol shall wear an authorized badge.

d. Equipment Belt - Citizens on Patrol

Same as members, with silver buckle and snaps. Only authorized equipment, as determined by the Chief of Police or Bureau Commander, may be worn on the belt.

H-8.12 UNIFORM AND EQUIPMENT DESCRIPTIONS AND SPECIFICATIONS

Descriptions and specifications of uniform and equipment items authorized for use by members and employees are set forth below. This section is a part of General Order 126, but is separated to permit revision when uniform and equipment items are added, deleted or modified.

UNIFORM ITEMS

1. Uniform Cap: Lancaster style #1960 LAPD blue, 100% wool serge; gold rayon lining, black plastic visor and ½ inch patent leather chin strap, with gold buttons.
2. Cap Shield: Jones Design No. 668, silver for officers, corporals, and sergeants, gold for lieutenants and above, hand-tooled with a three-dimensional high-crown star. The lower panel displays the member's badge number, or rank for sergeants and above.
3. Uniform Jacket, Class A: The uniform jacket is either Fechheimer Style 32189 or Sinatra Bros. style number JK-123. The fabric is Raeford 8250-8818, LAPD navy, shade 8818, 100% wool, serge weave. The jacket is fully lined, Eisenhower style, waist-length, with peak lapels and zipper front. The front is plain with box pleated patch pockets, flaps, shoulder straps, and badge tab.
 - a. Sleeve Stripe: A ½ inch black A. H. Rice braid stripe, extending around each sleeve from seam to seam and set into the seam at both sides, 3 ½ inches from the bottom of the sleeve.
 - b. Lapel Ornament: Gilt metal "V.P.D." letters ½ inch high and 1-3/8 inch wide, attached to each side of the upper collar lapel, against the seam of the collar and horizontal to the ground.
4. Utility Jacket: The Utility jacket is Fechheimer 58141 'Ultra Ultimate', made with a Supplex outer shell and raglan sleeves, or the Fechheimer 78141 'Spectrum Ultimate', made with a Supplex outer shell and Gore-Tex with raglan sleeves. Previously authorized utility jackets purchased prior to May 1, 2001 may be worn until no longer serviceable. Employees may wear either the standard metal badge and name plate or may substitute an embroidered star similar in size and design to the metal badge, along with an embroidered name approximately ½" high, applied with matching silver thread for officers, corporals and sergeants or gold thread for lieutenants and above.
5. Leather Jacket: The leather jacket is a G1 police leather jacket made by San Diego Leather (or equivalent), style G1P (nylon lining/black leather shell), made in the USA. Body is

smooth leather with a plain leather collar and two 10" x 10" patch pockets with hidden side entry pockets below the patch pockets. The left pocket has a pen slot under the flap. The pocket flaps must button. Additional features are bi-swing back and underarm gusset. The cuffs and waistband are either Lycra and acrylic or leather. All stitching is nylon and a badge holder is required. The jacket is worn without patches or nameplate.

6. Trousers: Trousers are Fechheimer Style #32289 (100% wool), #48289 (74% polyester / 25% wool / 1% Lycra), or Fechheimer #32278 (55% polyester/ 45% wool). One hundred percent (100%) polyester trousers are not authorized. Trousers are plain front, no pleats, with two side pockets, two hip pockets, a baton pocket and a flashlight pocket. Front pockets are straight (vertical). Trouser legs are uncuffed, straight, and not flared or tapered. Trousers have a zipper fly front and belt loops. The length of the trousers is to a point not less than one inch, nor more than two inches from the top of the heel in back, and hollowed in front to allow the bottom of the trouser legs to rest on the shoes without a break.

Class A: The 100% wool trouser shall be worn with the Class A uniform jacket.

7. Belt: The belt is Garrison black basket-weave, 1½" to 1¾" wide, with a plain gold buckle for lieutenants and above, or silver for officers, corporals and sergeants. Members of any rank may substitute a Velcro closure.
8. Long Sleeve Shirt: Long sleeve shirts are Fechheimer style number 20W9586 (wool tropical) or 48W6686 (65% polyester / 35% rayon blend) LAPD blue, shade 30. The shirt is military style, collar attached, with yoke back, shoulder loops, two breast pockets with scalloped flaps which button. Long sleeve shirts have button cuffs. If worn without tie, the top button is left open. A zipper is permitted, so long as the button appearance of the shirt is maintained. Sleeves shall not be rolled-up at any time.

Class A: Only the long sleeve wool shirt is to be worn with the Class A uniform jacket. Polyester shirts are not authorized.

9. Short Sleeve Shirt: Short sleeve shirts are Fechheimer style numbers 70R9586 (wool tropical) or 98R6686 (65% polyester / 35% rayon blend), LAPD blue, shade 30. Material and specifications are the same as the long sleeve shirt. Short sleeve shirts are worn without a tie and with the top button open. A zipper is permitted, so long as the button appearance of the shirt is maintained. Shirt sleeves shall not be modified in any way. 100% polyester shirts are not authorized.
10. Undershirt: The undershirt is plain white or black with a round neck. It may not extend below the uniform shirt sleeve and must be visible at the neck of the uniform shirt when the collar is unbuttoned.
11. Shoulder Insignia: The shoulder insignia is a cloth shield with the City logo centered on a seven-point star and the words "Vallejo Police" above the star. The top of the insignia is worn ½" below each sleeve head seam of the uniform shirt, the utility jacket, the uniform jacket, and the utility uniform shirt.
12. Tie: The tie is black, four-in-hand, snap-away or break-away style, not more than 3" at its widest, extending to approximately ½" above the belt line. The tie is worn with the long-sleeve shirt only and must be worn whenever the uniform jacket is worn.
13. Tie Bar or Tack: The tie bar is a plain silver-colored metal bar for officers, corporals and sergeants and gold-colored metal for lieutenants and above. A replica of the Departmental shoulder insignia mounted on a pin or bar is also permitted. No other tie bar or tack is authorized.
14. Badge: The Departmental issued badges are:

Jones Design 514EGF (lieutenant and above),
Jones Design 514 ES (sergeant), and
Jones Design 514EX (corporal and officer).

Personnel may wear the 100-year Anniversary Commemorative badge at any time.

Members with 20 years or more of service with the Department as of May 1, 2001, may continue to wear their original-issue badge (Jones Design 712) until retirement.

Any such member who accepts promotion to a higher rank will be issued and shall wear the badge for that rank.

The badge shall be worn on the outermost garment. Personnel may substitute an approved embroidered star on the utility shirt or utility jacket.

15. Nameplate: The nameplate is silver-colored metal for officers, corporals, sergeants and employees, or gold-colored metal for lieutenants and above. It is ½" x 2¼" with black lettering displaying the first name and last name or first initial and last name. The nameplate is worn centered above the top seam (flap) of the right pocket of the uniform jacket, utility jacket and shirt. The nameplate shall not contain the wearers rank or position. Personnel may substitute an approved embroidered name on the utility shirt and utility jacket.

With the approval of the Chief of Police, personnel may wear an attachment to the nameplate reflecting special duty assignments.

16. Gloves, White

Plain white cotton or nylon wrist-length gloves may be worn at inspections and at such other times as directed.

17. Gloves, Leather

Black leather wrist-length gloves of a plain design, without buttons or ornamental stitching may be worn. Personnel shall not wear gloves which allow any portion of the fingers to show.

Personnel are absolutely prohibited from carrying or wearing weighted gloves of any type. Weighted gloves, for the purpose of this order, are defined as gloves, which incorporate a substance or material of significant weight or density, e.g., sand or lead.

18. Footwear: Shoes or boots are black leather or leather-like material with plain toe. Footwear with wedge-type soles, pointed toes, or squared or cowboy-type heels shall not be worn. Ornamental stitching, straps, or buckles are prohibited. Shoes must be polished.

All-leather shoes shall be worn with the Class A uniform.

19. Socks: Socks are black. White socks may be worn if they are not visible above the top of the shoe or boot while the member or employee is in a sitting or standing position.

20. Rain Apparel

Coat: The coat may be a black, a high-visibility yellow or a translucent raincoat, in either full or half-length regulation style with a badge holder on the left breast.

Cap Cover: The cap cover may be clear plastic or may match the coat color.

Footwear: Black galoshes, overshoes, or rain boots may be worn.

Trousers: Quality and color shall match those of the raincoat.

H-8.13 **UTILITY UNIFORM (Class C)**

Patrol Officer, Corporal and Sergeant Uniforms shall be embroidered with a silver star and matching name stitching. Lieutenants and above shall display a gold star with matching name stitching.

The utility uniform shall be properly laundered and pressed with a military crease. The utility uniform shall be tailored to present a professional fit and image and shall meet the following specifications:

1. Utility Cap: The utility cap is a black baseball cap with a three-inch replica of the Police Department shoulder insignia embroidered or sewn on the center front. Caps must be sized to the wearer. Caps with sections of net-like material or adjustable straps are not authorized. The utility cap also may be worn with the Class B uniform or with civilian clothing when approved by a supervisor.
2. Utility Shirt: The utility uniform shirt is long sleeved, navy blue, Flying Cross style number 35R5886 or short sleeved Fechheimer style number 85R5886 or equivalent. The shirt is coat style with full-length tail, convertible collar, two breast pockets with inverted pleats and scalloped flaps, and sewn-

in creases. Departmental patches, cloth rank insignia, embroidered star and name are worn on the shirt. Emergency Services Unit members may, when engaged in ESU-related activities, wear subdued insignia in place of the standard Departmental patches, name and star. Departmental awards or other metal insignia are not worn with the utility uniform.

3. Trousers: The utility uniform trousers are navy blue, Fechheimer style number 49320 or equivalent. The trousers are straight leg style with a plain front, two (2) quarter top front pockets, one (1) tab left hip pocket and two (2) cargo pockets on each side seam. Members of the Detective Division may substitute dark blue denim jeans when wearing the utility uniform.
4. Shorts: The utility uniform shorts are Fechheimer style number 49330 or 49330WT with two (2) quarter top front pockets, tab left hip pocket, and two (2) cargo pocket on each side seam.

When uniform shorts are worn by members or employees, approved low or three-quarter height running shoes may be worn. Plain toes are not required. Plain white calf-length athletic socks must be worn.

5. Utility Uniform Boots: Constructed of black leather or leather-like material with a breathable black fabric panel, similar to Rocky Boots Model #8030. The boots are approximately 8" in height, waterproof, and have a lug sole.
6. Other items: The same as prescribed and worn with the basic uniform, however, personnel may substitute an approved nylon equipment belt and accessories for the leather gun belt.

H-8.14

STAFF UTILITY UNIFORM

Members and employees must be specifically authorized by the Chief of Police or a Bureau Commander to wear a staff utility uniform.

1. Shirt: The shirt is black short-sleeve or long-sleeve pullover, of good quality cotton/synthetic blend, with sport collar and 3-button front. Other colors may be worn with the approval of the pertinent Bureau Commander. An embroidered multi-

color miniature version of the Department shoulder insignia (the patch, rather than the badge) is applied to the left breast area. The wearer's first initial and last name are embroidered on the right breast area. The employee's division may be embroidered above or, if necessary, continued below the insignia.

2. Trousers: Same as Class B uniform.
3. Jacket: The jacket is navy blue nylon, warm-up style, lined or unlined, with a multi-color miniature version of the Departmental shoulder insignia embroidered, screened or dye-processed onto the left breast area, as described for the staff utility shirt.
4. Utility Cap: The black utility cap may be worn as an optional item.
5. Shoes and Belt: Shoes and belt are the same as Class B uniform.

H-8.15

SPECIALIZED UNIFORMS

1. Bicycle Patrol

The Bicycle Patrol supervisor/commander may modify the following uniform for individual assignments based on need.

- a. Pants: Bratwear, style #BW296-10JMP93LT in navy blue.
- b. Shorts (optional): Bratwear, style #BW594-3 in navy blue.
- c. Shirt: Fechheimer style #85R5456, LAPD blue, short sleeves with vented mesh sides.
- d. Jacket (optional): Olympic uniform, style #OVP587/S/3, navy blue with silver reflective stripes.
- e. Helmet: as approved by the Bicycle Patrol supervisor.
- f. Shoes: as approved by the Bicycle Patrol supervisor.
- g. Socks: white, low cut.

h. Gloves (optional): black with "POLICE" on top.

2. Motorcycle Officers

a. Crash Helmet – Regulations: Crash helmets shall be worn by members while they are riding motorcycles. In addition, they are worn by motorcycle officers engaged in any ceremonial event, including funerals. Rank insignia is applied to each side of the helmet as appropriate. The helmet strap and insignia shall be silver colored for officers, corporals and sergeants or gold colored for lieutenants and above.

b. Leather Motorcycle Jackets (optional)

(1) Taylor Lite, FS-13 lightweight black leather motorcycle jacket with the shell of top-grain 2-ounce glove-tanned leather with a heavy-duty zipper. The lining is satin, permanent. The badge tab is centered above the area where the breast pocket might be. There are two front slash pockets and one inside pocket. The leather collar is military style. The jacket has knit sleeve cuffs and a quilted zip-in liner. This jacket also may be worn with the Class B uniform by current and former motorcycle officers.

(2) C.H.P. type Highway Jacket - Black tanned leather fastened by a heavyweight vertical or diagonal zipper with two vertical slash pockets, one on each side. The lining is of top quality, black in color. All facings on the jacket are the same leather as the outside of the coat. Cuffs are barrel-type with leather inside facing, fastened with zippers or buttons. All exposed snaps are black in color. Four belt loops to hold the gun utility belt are recommended. The belt loops are to be fastened in the center with glove snaps, so that the utility belt may be donned without pulling it through the loops. The badge holder is on the left breast, stitched to the surface of the coat with eyelet openings. The collar is fold type with pointed ends. A snap-on black fur collar is optional. The waistband includes laced adjusting gores at the side. A curved section extending below the belt line of the back sides may be added at the option of the wearer. This jacket may be worn only while assigned to motorcycle duty.

- c. Breeches: The material is the same as prescribed for members' uniform trousers. The breeches have a self-reinforced seat and knees, belt loops, two front pockets, two hip pockets, a short baton pocket, and a flashlight pocket. A blue and gold, CHP-type stripe is sewn on each outside seam, extending to the bottom of the waistband.
- d. Bow Tie: A black clip-on square-end bow tie may be worn when breeches are worn.
- e. Scarf: A black or dark blue scarf may be worn.
- f. Dickey or Turtleneck Sweater: A black dickey or turtleneck shirt made of cotton blend, or synthetic material, with the VPD logo and name, may be worn with the long sleeve or short sleeve uniform.

The black turtleneck shirt may be worn without the uniform shirt if not more than the collar is exposed to view when worn under the leather jacket.
- g. Motorcycle Boots: Boots may be either the regulation black calf, plain-toed, field boot laced over the instep not more than 8" and laced at the upper outside not more than 4", or black leather plain-toed, English-type riding boots without straps or laces.
- h. Gloves: Black leather motorcycle gloves. Motor officers may substitute tan riding gloves.
- i. Other items: The same as prescribed for the Class B member's uniform.

3. Mounted Patrol

The MPP supervisor(s), upon approval of the Chief of Police, may modify the MPP uniform for individual assignments, based on the assignment or Department needs. Such modifications shall be considered the uniform of the day for that assignment.

- a. Cap: "Stetson" brand or equivalent, black straw, campaign style, with one shield hole to accommodate the Department cap shield.

- b. Safety Helmet: "Troxel" brand, sport model, white with black trim and black sun visor, with "POLICE" stencil in black letters, 3/4" x 7" in size, on each side. OPTIONAL: black letter stencil identifying the wearer's last name and/or badge number, size 1/2" x 4" maximum.
- c. Patrol Helmet: "Bell" brand motor helmet, white with black trim. The helmet accepts a molded plastic visor or full-face tactical shield.
- d. Ascot: As directed by the Mounted Patrol Supervisor.
- e. Shirt: Long and short-sleeved shirts are the same as the basic uniform specifications, however, silver buttons replace the standard buttons on the breast pockets and shoulder flaps of officers, corporals and sergeants' shirts and gold buttons replace the standard buttons on the breast pockets and the shoulder flaps of lieutenants and above.
- f. Gloves: Gloves may be black leather or black nylon.
- g. Breeches: The material and color of the breeches is the same as prescribed for member uniform trousers. The breeches have a self-reinforced seat and knees, two front pockets and two hip pockets. A white stripe is attached to each outer leg seam.
- h. Riding Boots: Boots are a regulation black calf, plain-toed field boot, laced over the instep not more than 8" in height.
- i. Spurs: Spurs are English-type with a 1/2" to 2" neck, fastened to the boot with a black leather or black nylon strap. Clip-on spurs are acceptable.
- j. Insignia: Collar insignia is silver-plated "Mounted Cross Sabers" for officers, corporals, and sergeants or gold colored "Mounted Cross Sabers" for lieutenants and above, worn on each shirt collar with the blades facing the neck, positioned in the same manner as rank insignia.

Shoulder insignia is a cloth shield with a horse head above crossed sabers in the middle of a seven-point star. A banner with the word "Mounted" is centered above the horse head and the words "Est. 1995" is centered below the sabers. The words "Vallejo Police" is centered above the star.

4. Raid Jacket and Shirt

When authorized by their supervisor or Bureau commander, personnel may wear the following raid jacket or shirt.

- a. Raid jacket: Navy blue nylon, warm-up style, unlined. A 4" gold replica of the Department patch is screened or dye processed on each shoulder. The word "Police" appears across the chest in gold 3½" letters, and "Vallejo Police" across the back of the jacket
- b. Raid shirt: Same as the utility shirt with "Vallejo Police" tackle twill- stitched, in silver 3¾ inch, full block letters, across the back. "Vallejo Police" is stacked and centered on the back of the shirt, located 1½ inches beneath the horizontal stitched shoulder line. Departmental patches are sewn on both sleeves and no service stripes are worn.
- c. Raid vest: (optional) Same as the protective vest, except that the cover shall be as specified by the Chief of Police.

H-8.16 **RANK INSIGNIA**

1. Detective

Members assigned to the Detective Division may purchase an authorized detective badge. This may be carried only while working in the Detective Division and is not worn as a uniform item.

2. Corporal

Cap Shield: The specifications are those prescribed for the member's cap shield.

Uniform Jacket, Utility Jacket, and Long Sleeve Shirt Chevron: A 3" x 1", two-stripe C.H.P.- type chevron with

blue center, gold embroidered piping and black background is displayed on each sleeve 5½" from the sleeve head seam. The chevron for the short sleeve shirt is 2½" x 1".

Uniform Jacket Stripe: A ½" wide blue stripe is attached 3½" from the bottom edge of each sleeve.

Badge: The Departmental badge is Jones Design 514EX.

3. Sergeant

Cap Shield: The specifications are those prescribed for the member's cap shield; however, the word "SERGEANT" replaces the Badge Number.

Uniform Jacket Stripe: A ½" wide blue stripe is attached 3½" from the bottom edge of each sleeve.

Uniform Jacket, Utility Jacket, and Long Sleeve Shirt Chevron: A 3" x 1½", three-stripe C.H.P. type chevron with blue center, gold embroidered piping and black background is displayed on each sleeve 5½" from the sleeve head seam. The chevron for the short sleeve shirt is 2½" x 1½".

Badge: The Departmental badge is Jones design 514 ES.

4. Lieutenant

Cap: The specifications are those prescribed for the member's cap, with the addition of a ½" gold nylon or Wonder Gold chin strap.

Cap Shield: The specifications are those prescribed for the member's cap shield; however, it is gold and the word "LIEUTENANT" replaces the Badge Number.

Uniform Jacket Rank Insignia: One 1" by 3/8" gold-colored metal bar is worn on each shoulder strap, ¾" from and parallel to the shoulder seam.

Uniform Jacket Stripe: A gold nylon stripe ½" wide is attached 3½" from the bottom edge of each sleeve.

Utility Jacket Rank Insignia: One 1" by 3/8" machine - embroidered gold bar with a cloth background of the same

material as the utility jacket is attached to each sho $\frac{3}{4}$ "
from and parallel to the shoulder seam.

Uniform Shirt Rank Insignia: One $\frac{3}{4}$ " by $\frac{1}{4}$ " gold-colored
metal bar is worn on each collar with the bar centered 1"
from and parallel to the front edge of the collar.

Badge: The Departmental badge is Jones design 514EGF.

5. Captain

Cap: Same as for lieutenant.

Cap Shield: The specifications are those prescribed for the
lieutenant's cap shield; however, it is gold and the word
"CAPTAIN" replaces "LIEUTENANT".

Uniform Jacket Rank Insignia: Two 1" x $\frac{3}{8}$ " gold-colored
metal bars are worn $\frac{3}{8}$ " apart on each shoulder strap
from and parallel to the shoulder seam.

Uniform Jacket Stripe: Same as for lieutenant.

Utility Jacket Rank Insignia: Two 1" x $\frac{3}{8}$ " machine
embroidered gold bars with a cloth background of the s me
material as the utility jacket are worn $\frac{3}{8}$ " apart on ch
shoulder $\frac{3}{4}$ " from and parallel to the shoulder seam.

Uniform Shirt Rank Insignia: Two $\frac{3}{4}$ " x $\frac{1}{4}$ " gold-colored
metal bars are worn spaced $\frac{1}{4}$ " apart on each collar,
centered 1" from and parallel to the front edge of the collar.

Badge: The departmental badge is Jones design 514EGF.

6. Chief of Police

As directed by the incumbent.

H-8.17

**MEDALS, RIBBONS, AWARDS, SERVICE STARS, AND
STRIPES**

Medals are worn only with a Class A uniform. Only one of each
type of award is worn. Stars, installed on a ribbon bar or medal,
are used to designate additional awards.

Medals are worn centered on the right breast pocket flap of the Class A jacket. Ribbon bars are worn centered 1/16 inch above the nameplate on the Class "A" or "B" uniform jacket or shirt.

1. Departmental Awards: Uniformed personnel may wear enamel ribbon bars, representing medals issued by the Department. Personnel who have more than one award shall wear them centered side by side. On occasions specified by the Chief of Police, personnel may wear the actual medals.
2. Service Stripes: Members may wear one 2½" service stripe on the left sleeve of the long sleeve shirt or uniform jacket for each five years of service completed as a California municipal police officer, deputy sheriff or member of California Highway Patrol. The service stripe is C.H.P. – style, with an embroidered bar, blue center, gold embroidered piping, with a black background. Service stripes are not worn on the utility jacket, shirt or any other outer garment.

The first stripe is centered horizontally on the sleeve outside the press line ½" above the cuff placket or ½" above the uniform jacket stripe. Additional stripes are centered above the first and placed ¼" apart.

3. Reciprocal Awards: Personnel who have previously served in other California police agencies, as defined by Penal Code Section 830.1 and 830.2, and who there received awards equivalent to the Vallejo Police Department's Medal of Valor, Medal of Courage, Purple Heart Medal, Life-Saving Medal, or Medal of Merit may submit written documentat from that agency to the Professional Standards Division. Upon approval, such members or employees are authorized to display the equivalent Department award.
4. Other Pins and Badges

Only the pins described herein shall be worn on the uniform.

- a. 10851 Pin: The pin is in the form of a miniature California license plate containing the numerals "10851". It is worn centered on the flap of the right shirt pocket, as part of the official uniform while on duty. Officers who received a 10851 pin while serving with another agency may wear the insignia. When worn in conjunction with the 12025 pin, the

10851 pin will be centered between the button and right edge on the flap of the right shirt pocket.

b. 12025 Pin: The pin is in the form of an enamel bar containing the numerals 12025. It is to be worn centered on the flap of the right shirt pocket, as part of the official uniform while on duty. When worn in conjunction with the 10851 pin, the 12025 pin will be centered between the button and edge on the flap of the right shirt pocket.

c. Motor Pin: Motorcycle officers who have been certified by the Traffic Division commander shall wear the "winged wheel" insignia as part of their uniform. The "winged wheel" insignia shall be worn 1/16" above the nameplate or any other authorized insignia. The approved "winged wheel" insignia is silver for officers, corporals and sergeants or gold for lieutenants and above, 1" in height and 7/8" in width.

Members who have completed an approved police motorcycle training course of instruction but are not currently assigned to the Traffic Division as motorcycle officers may wear the approved "winged wheel" insignia as part of their uniform.

d. Motorcycle Competition Pin: Motorcycle officers who have participated as a competitor in the California Police Motorcycle Competition may wear a "participation pin" in the form of an enamel bar containing the traditional traffic officer green cross and arrow. It is to be worn centered on the flap of the right shirt pocket or uniform jacket pocket. When worn in conjunction with the 10851 pin, the competition pin is worn centered between the button and the left edge of the flap of the right shirt or jacket pocket.

e. Tactical Operations Pin: Personnel assigned to the Emergency Services Unit (SWAT, HNT, and Tactical Dispatchers) may wear the Tactical Operations pin in addition to the pertinent nameplate attachment. It is to be worn alone, 1/16" above the nameplate or any other authorized insignia. The pin is silver for officers, corporals, sergeants and communications operators and gold for lieutenants and above.

The pin may continue to be worn by personnel who served with the Emergency Services Unit for three or more years although they are no longer active team members.

Communications Operators must complete a P.O.S.T. approved Tactical Dispatcher Training Program in order to be eligible to wear the pin.

The Tactical Operations Pin shall not be worn by active Traffic Division Motorcycle Officers.

f. American Flag Pin: The American flag pin may be worn centered on the flap of the right shirt pocket. If the employee is also entitled to wear a 10851 or 12025 pin, that pin shall be worn as described above. The American flag pin shall be worn on the side opposite the 10851 or 12025 pin. If the member is entitled to wear all three pins, the American flag pin shall be centered on the flap and the 10851 and 12025 pins worn as directed above.

H-8.18

EQUIPMENT ITEMS

A. General

The following items of equipment shall be maintained in good, clean, working condition and worn or carried by all uniformed members.

1. Gunbelt with:
 - a) Approved firearm;
 - b) Magazine pouch;
 - c) Ammunition;
 - d) Holster;
 - e) Handcuffs and case;
 - f) Baton strap and ring;
 - g) Shotgun cartridge case (optional);
 - h) Key strap and ring with:
 1. Handcuff key
 2. Whistle
2. Long baton (26" straight or PR-24), or,
3. Tactical expandable baton and holder (optional)
4. Short baton (optional)
5. Flashlight

General Order H - 8 (Redacted)

6. Bullet-resistant vest and carrier (when assigned to field duties)
7. Aerosol OC canister and holster
8. Protective gloves and pouch
9. Folding knife and holder (optional)

B. Plainclothes

Members assigned to plainclothes duty shall wear or carry the following items. Additional equipment appropriate to an assignment may be worn or carried as permitted or required by commanders.

1. Badge;
2. Fully-loaded firearm;
3. Identification card;
4. Handcuffs and handcuff key;
5. Bullet-resistant vest (as needed);
6. Tactical expandable baton with holder (optional);
7. Leather sap (optional)

C. Descriptions

As an alternative to the issued leather duty gear, personally-owned black basket-weave nylon gear may be worn with the Class B or Utility Uniform. The holster is a strong security type made for police service. All visible snaps on nylon duty gear shall be silver colored for officers, corporals and sergeants, or gold colored for lieutenant and above. Hidden black snaps or Velcro closures may be worn with the nylon gear.

1. Gunbelt:

Issued Item: The gunbelt is 2½" wide, basket weave polished top-grain cowhide, partially or fully lined with leather. The belt buckle and trimmings are flat colonial

style with silver plating for officers, corporals, and sergeants, or brass plating for lieutenants and above.

2. Firearm and Ammunition

Issued item: As described in General Order H-7, "Firearms and Ammunition"

Privately-owned firearm: As approved by the Range Master.

3. Holster:

Issued Item: As approved by the Range Master.

Privately-owned holster: As approved by the Range Master.

4. Magazine Pouch:

Issued Item: The magazine pouch is basket weave, polished leather or leather-like material, designed to accommodate at least two magazines positioned side by side, aligned horizontally or vertically, with snap closures.

5. Shotgun Cartridge Case (optional):

Issued Item: Members who elect to carry extra shotgun ammunition will carry only .12 gauge .00 buck shells issued by the Department.

Privately Owned Case: Members may wear a basket weave polished leather shotgun ammunition case which matches other leather equipment and measures approximately 4" wide by 3" high. The case carries three to five Department issue shells.

6. Handcuffs and Keys:

Issued Item: The handcuffs are Peerless Standard 10-ounce tempered steel, nickel-finished, with connecting links.

Privately owned Peerless or Smith & Wesson handcuffs meeting the above specifications also may be used.

Privately Owned Keys: Members may obtain and use handcuff keys, which have "heavy duty" shanks. The keys must be chrome or black metal, have a double-locking tip, and be no longer than 4", similar to the Safariland Model HD-10 or the Bianchi "Heavy Duty".

7. Handcuff Case:

Issued Item: The case is basket weave polished leather with a snap. It is constructed to permit unhindered insertion and removal of one pair of Peerless or Smith & Wesson handcuffs in the fully closed position. No more than two handcuff cases may be worn and they must match. Open style handcuff cases are not permitted.

Privately Owned Double Case: Members may wear a double handcuff case in lieu of the issued item. The specifications are the same except that it has a black leather partition and will accommodate two pair of handcuffs.

Uniformed members shall not carry handcuffs tucked into their gunbelt or in other than an authorized case. Extra cuffs may be carried in a pocket or other covered, secure location.

8. Long Baton:

Issued Items: PR-24 side handle or 26" long batons.

The 26" long baton weighs not less than 15 nor more than 18 ounces and is a cylinder that is turned to a diameter of 1¼" with both ends rounded. A snug-fitting black neoprene rubber grommet is placed on the baton to permit carrying in the baton ring, unless the baton is equipped with a built-in grommet. The grommet is 1-5/8" long with an outside butt end diameter of 1-9/16" tapering evenly to 1¼".

9. Baton Strap and Ring:

Issued Item: The strap is made of basket weave top grain cowhide $\frac{3}{4}$ " wide, approximately $10\frac{3}{4}$ " long, with a loop at one end approximately $3\text{-}\frac{11}{16}$ " long. A black or brass ring $\frac{1}{4}$ " thick with a $1\frac{1}{2}$ " inside diameter is permanently riveted inside the strap loop. Other baton-carrying devices approved by the Chief of Police may be substituted for the issue item. The baton strap and ring shall be worn whenever the gunbelt is worn, whether or not the long baton is carried.

10. Tactical Expandable Baton (TEB) and Holder (optional):

Privately Owned Item: The tactical expandable baton may be carried upon successful completion of Department authorized training. Members may carry a TEB in a holder, which matches their duty belt.

TEB's may range from 20" – 26" in length. Authorized brands of TEB's are the ASP, Winchester, and Monadnock. Uniformed members choosing to carry a TEB are required to have a long baton immediately available at all times. *Immediately available* is defined as being on the member's person or in the member's patrol unit.

11. Leather Sap (optional):

Privately Owned Item: Plainclothes members may carry a flat (beaver tail) leather-covered sap, non-spring or shot loaded, which is approximately 12" long and 12 ounces in weight. Saps shall not be carried while in uniform.

12. Short Baton (optional):

Privately owned item: The baton is 12" to 14" long and made of ironwood, shellacked and finished in black stain. The baton shall weigh 12 to 16 ounces, be properly turned with a diameter of not less than $1\text{-}\frac{7}{16}$ ", and have a leather thong securely attached to the grip. Plastic or wood batons of a similar design and specifications may be carried.

13. Aerosol Canister and Holster:

Issued Item: An "OC" Canister and black basket weave leather holder are worn on the gunbelt.

Plainclothes Option: Plainclothes members who opt to carry the canister need not carry it in a holster, but shall carry it in a secure fashion.

14. Protective Glove Pouch:

Issued Item: The pouch is black basket weave polished leather with a snap.

15. Key Strap and Ring:

Issued Item: The strap is made of basket weave black polished leather that matches the gunbelt. It is approximately $\frac{3}{4}$ " wide x $4\frac{1}{2}$ " long, with a snap and a $1\frac{1}{2}$ " silver-plated metal key ring for officers, corporals, and sergeants or brass-plated metal key ring for lieutenants and above. Other appropriate key carrying devices may be substituted at the employee's option.

16. Whistle:

Issued Item: The whistle is silver-plated for sergeants, corporals, and officers and brass-plated for lieutenants and above, American Classic or similar with a $\frac{1}{2}$ " wide mouthpiece, and a removable metal key ring $\frac{5}{8}$ " in diameter.

17. Bullet-resistant Vest and Carrier:

a. Regulations

(1) Members shall wear protective vests whenever they are in uniform and assigned to field duties. Plainclothes members shall wear a protective vest whenever they are assigned to duties which involve the likelihood of a violent confrontation.

(2) Unit and platoon commanders have the authority to approve optional wearing of vests when unique assignment conditions exist and

the likelihood of a violent confrontation is minimal.

(3) Members assigned to work inside the Police Station or any other police or City facility are not required to wear protective vests.

- b. Each vest shall meet the minimum body armor standards specified in National Institute of Justice (NIJ) Standards. Ballistic panels shall be manufactured of high quality Kevlar or equivalent and meet, at minimum, Type II (Higher Velocity .357 Magnum; 9 mm) standards for resistance to ballistic penetration and resultant back-face deformation.
- c. The vest may have an approved "wraparound" configuration and have waterproofed front and rear panels. Ballistic panels shall be contained in a durable, removable, and washable carrier, which will accommodate the vest shoulder and side straps. The vest may include a removable ballistic front insert. Panel carriers are made of high quality 35% cotton, 65% polyester blend fabric or equivalent and have adjustable Velcro straps at the shoulders and on both sides. The ballistic insert, if provided, shall fit securely in a carrier pocket.
- d. Privately owned protective vest and protective carrier: Personnel may substitute any protective vest and carrier that provides similar protection. A full "wraparound" vest is not required.

18. Flashlight

Issued Item: The flashlight is carried in the flashlight pocket or in a black leather holder.

Officers have the choice of carrying either the 13" or 5.6" long flashlight. The 5.6" long Streamlight Jr. or equivalent flashlight will be worn on the gunbelt in a basket weave black leather holder.

Privately-owned flashlight: Black plastic or metal flashlight, which is not more than 13" long and 1-5/8" in diameter.

19. Folding Knife (Optional)

Privately Owned Folding Knife: Members may carry a folding knife, the blade of which is less than 4 ½" in length, secured to the duty belt or secured upon their person. If carried on the duty belt, the folding knife shall be carried in a basket weave black leather flap-covered holster with silver plated snap for officers, corporals, and sergeants, or brass plated for lieutenants and above. If carried secured upon the person, no part of the folding knife shall be visible.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: H-9

SUBJECT: DEPARTMENT MOTORCYCLES

DATE: September 14, 1994 (Issued)
December 13, 2004 (Last Revision)

I. POLICY

Members assigned to the Traffic Division as motor officers shall ensure the maintenance of their assigned motorcycle to Department standards. Motor officers shall obtain Traffic Division approval for modifications to their motorcycle.

Motor officers generally operate only their assigned motorcycle, unless otherwise directed by a Traffic Division supervisor.

Motor officers who take assigned motorcycles home in accordance with existing Department policy shall maintain adequate, secure shelter for the vehicle.

II. PROCEDURE

B. Training

1. Upon assignment as a motor officer, members shall attend and complete a Department-approved motor school prior to operating a Department motorcycle, except during training exercises. Such exercises shall not include actual enforcement.
2. Motor officers shall attend additional training as may be required by the Traffic Division Commander.

B. Motorcycle Use

1. Motor officers are primarily responsible for traffic enforcement, but are expected, in addition, to perform regular police duties as required.

General Order H – 9 (Redacted)

2. A Traffic Division supervisor shall make the determination regarding conditions affecting the use of Department motorcycles.

C. Equipment

1. Motor officers shall wear approved safety equipment, including glasses, while operating Department motorcycles.
2. Motor officers may be issued specialized equipment, which shall be maintained in accordance with General Orders.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-1

SUBJECT: COMMUNICATIONS PROCEDURES

DATE: March 26, 1998 (Issued)
May 2, 2005 (Last Revision)

I. POLICY

Communications Section procedures established in accordance with this order and published in the Public Safety Communications Center Procedure Manual have the full force and effect of General Orders.

II. PROCEDURE

A. Communications Section Procedures

1. The Communications Manager, with the concurrence of the Support Services Division Commander and the approval of the Chief of Police, shall establish procedures for the routine operation of the Communications Center.
2. The Communications Manager shall publish or cause to be published Communications Section procedures in the Operations section of the Public Safety Communications Center Procedure Manual.

B. Department Procedures

1. The Communications Manager shall, with the concurrence of the Support Services Division Commander and the approval of the Chief of Police, establish Communications Center procedures with regard to other Department Bureaus and Divisions.
2. The pertinent Bureau Commander or a designee shall review such procedures prior to implementation.

General Order I – 1 (Redacted)

- a. The Bureau Commander shall notify the Support Services Division Commander of any needed revisions and the Support Services Division Commander shall confer with the Communications Manager.
 - b. The pertinent Bureau Commander retains the right of final approval for those Communications Center procedures which impact his/her command.
3. The Communications Manager shall publish or cause to be published Department procedures in the Police section of the Public Safety Communications Center Procedure Manual.

C. Fire Procedures

1. The Communications Manager, with the concurrence of the Support Services Division Commander and the approval of the Chief of Police, shall establish procedures governing Communications Center interactions with the Fire Department.
2. The Fire Department-Communications Center Liaison or a designee shall review such procedures prior to implementation.
 - a. The Fire Department Liaison shall notify the Support Services Division Commander of any needed revisions and the Support Services Division Commander shall confer with the Communications Manager.
 - b. The Fire Department Liaison retains the right of final approval for those Communications Center procedures which impact the Fire Department.
3. The Communications Manager shall publish or cause to be published Fire procedures in the Fire section of the Public Safety Communications Center Procedure Manual.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-2

SUBJECT: MEDIA RELATIONS

DATE: January 10, 1972 (Issued)
March 12, 2007 (Last Revision)

I. POLICY

- A. Subordinate to the discharge of law enforcement responsibilities, the Department cooperates with authorized news media representatives and furnishes appropriate information regarding incidents or events about which they inquire.
- B. The Department makes information available to the media through press releases, press conferences, designated field command post locations, the Department website, a press board maintained at the Information Desk and individual interviews.
- C. Personnel shall release information in accordance with statutory requirements, Department policies and this order. The Department releases information only to authorized media representatives, defined as an employee of a news service, newspaper, or radio or television station or network, who is in possession of press credentials. Persons other than authorized media representatives are required to submit a written Public Records Information request, in accordance with Department policy.
- D. The Department designates the on-duty Watch Commander(s) and the Public Information Officer (PIO) as contacts for media personnel. The Watch Commander is primarily responsible for routine inquiries on a day-to-day basis. The Public Information Officer is primarily responsible for information concerning critical incidents and incidents of widespread public interest. With the exception of the Public Information Officer and the Watch Commanders, Department personnel are under no obligation to speak to media representatives.
- E. Personnel shall not release information which is not apparently factual, or which may compromise the safety of any person, the accomplishment of a critical police task or the integrity of an

investigation, except when so directed and to further a law enforcement objective. Where it appears that the release of information will impair the progress of an investigation, personnel shall so inform the media and, if possible, provide an estimated time when such information may be released.

With the exception of the Public Information Officer, personnel shall not make “off the record” or “not for attribution” remarks, nor comment on information gathered from anonymous or other than official sources.

II. Definition

For purposes of this order, the following terminology regarding information provided to the media applies:

Off the record - Confidential; provided only for the benefit of the inquirer and intended for neither attribution nor publication. Media personnel will generally honor an advance agreement regarding the limited nature of disclosure; however, the source must indicate the restrictions before revealing the information.

Not for attribution - May be published, but the source is not to be identified.

Authorized media representative – An employee of a news service, newspaper, or radio or television station or network. In accordance with Government Code 6000, general distribution media outlets (newspapers, news groups) are defined as having paid subscribers.

III. Procedure

A. When circumstances permit, media inquiries shall be referred in the following manner:

1. Where the Department’s Public Information Officer has assigned to an incident, investigation, or event, personnel shall refer pertinent media inquiries to that individual.
2. Where the Public Information Officer has not been assigned, personnel shall refer media inquiries to the ranking member at the scene or, if the scene has been terminated, to the primary assigned investigator or a designee. If the assigned investigator or designee is not available, the inquiry shall be referred to the Watch Commander.

General Order I - 2 (Redacted)

3. When circumstances do not permit the referral sequence set forth above, personnel receiving a media inquiry may respond, in accordance with this order.
4. Other than the Public Information Officer or Watch Commander, personnel may refuse to comment to the media and, instead, refer the media representative to a superior officer.
5. Personnel shall not permit media interviews of suspect in Department custody prior to booking.
6. Off-duty personnel shall not be contacted for routine media inquiries.

B. Media Access

1. In accordance with the provisions of California Penal Section 409.5(d), authorized representatives of the news media may not be prevented from entering the scene of a disaster.
2. Media representatives do not have the right to enter or remain at a crime scene where their presence may interfere with a criminal investigation.

C. Media Identification

1. Authorized media representatives will typically be in possession of press credentials. Credentials issued by law enforcement agencies or by a newspaper, magazine, radio or television station are acceptable.
2. Personnel shall refer persons who present questionable media identification to the Public Information Officer, if he or she is available, or to a superior officer.

D. Release of Information

1. The following information shall normally be released to the media only by the primary assigned investigator, the Watch Commander or a designee, or by the Public Information Officer:
 - a. Names, addresses or other identification of suspects, victims or witnesses.
 - b. Identifying materials that the suspect may have left at a scene.

General Order I - 2 (Redacted)

- c. Amounts of cash taken, left or overlooked by a suspect.
 - d. The specific content of statements by suspects, victims, witnesses or other involved persons.
 - e. Any information which could serve to forewarn a suspect or to facilitate an alibi.
2. The following information shall only be released to the media by the Public Information Officer, or, upon supervisor approval, by the primary assigned investigator or a designee:
 - a. Comments or records regarding the character, reputation or prior criminal record of a suspect, victim, witness or any other identified person involved in an incident.
 - b. The perceived credibility of a suspect, victim, witness or any other person involved in an incident.
 - c. Admissions, confessions or alibis attributed to a suspect.
 - d. The results of any test taken by a person involved in an investigation, or the person's refusal to participate in an examination.
 - e. Any opinion regarding the quality of evidence discovered in an investigation.
 - f. Any comments regarding the presence or use of security devices or procedures.
3. Personnel authoring press releases shall route copies to the Public Information Officer, the Watch Commander, the Detective Division Commander and the Information Desk.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-3

SUBJECT: ELECTRONIC MEDIA

DATE: July 13, 1998 (Issued)
October 11, 2005 (Last Revision)

I. POLICY

Electronic media messages and information generated by personnel during the course of their employment constitute “public records” which may be provided to the public through the California Public Record Act, Government Code Section 6250 et seq., and may be otherwise discoverable. Messages are subject to disclosure unless a specific, legal basis for non-disclosure exists.

Electronic media are provided to personnel for Department business-related purposes. Use of Department electronic media for personal purposes is strictly prohibited.

The Chief of Police, Bureau Commanders or designees, Department Heads or designees, supervisors and Information Systems staff have the right to enter, search, and monitor, for business purposes, any type of electronic file generated by City equipment, without advance notice. Business purposes include, but are not limited to, investigations of crime or improper use of the system, or for purposes of monitoring work flow or productivity.

This policy pertains to electronic media which is provided by the City of Vallejo and to personally-owned electronic media used on City property for Department business purposes.

II. DEFINITION

“Electronic media” - includes, but is not limited to, computers, computer peripherals, computer software, laptops, pagers, cellular phones, personal data assistants (PDA’s), voice mail, electronic mail (e-mail), Internet access, World Wide Web access, online information services and any other electronic equipment which the Department deems as electronic media.

III. PROCEDURE

A. Online Information Service Use

Personnel shall use online information services provided by the City of Vallejo, unless otherwise authorized by the Chief of Police. Use of online information services shall be reasonable, as determined by the Bureau Commander.

B. Voice Mail and E-Mail

1. Personnel shall review their voice mail and e-mail messages once each regularly scheduled work day, at minimum.
2. Personnel shall promptly respond to voice mail and e-mail messages when a response is requested, or when the content of the message indicates that a response is appropriate.

C. Computers and Computer Files

1. Personnel shall not alter or tamper with any Department computer, nor interfere with its operation.
2. Personnel shall not install software on any Department computer without prior permission from the Information Systems Manager or a designee.
3. Software which resides on any Department computer is considered the property of the City of Vallejo and shall be licensed as required.
4. Personnel shall promptly report computer hardware and software failures to the Information Systems Manager or designee. Personnel shall not attempt hardware repair unless directed to do so by the Information Systems Manager or a designee.

D. Prohibited Use of Electronic Media

1. Illegal activities, including violation of copyrights, license agreements and contracts
2. Harassment or disparagement of others

General Order I – 3 (Redacted)

3. Political announcements, except those related to Department business
4. Commercial endorsements or announcements
5. Intentional disruption of network traffic or connected systems
6. Unauthorized access to or vandalism of data
7. False or forged messages
8. Any other use which constitutes a violation of the intended use of the media.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-4

SUBJECT: POLICE REPORTS

DATE: October 31, 2000 (Issued)
December 15, 2004 (Last Revision)

I. POLICY

Members assigned to Patrol shall utilize the field compl of police reports to maximize uniformed police presence in assigned areas and enhance crime deterrence.

Reports by Patrol personnel shall be generated, submitted and reviewed in accordance with this order.

II. PROCEDURE

A. Members shall complete reports in the field, except for the following, which may be completed at the station:

1. Arrest and evidence reports for adult prisoners in custody at the station.
2. All reports required to book juveniles in custody awaiting transport to Juvenile Hall.
3. Extensive and/or unusually complicated cases, upon advance approval from a field supervisor or the Watch Commander.
4. Other reports as may be determined by proper authority.

B. Members shall not write reports in a substation, absent the approval of a field supervisor or the Watch Commander.

C. The Watch Commander shall review arrest reports prior to the booking of the prisoner and reports referred to the District Attorney's Office for warrant issuance.

General Order I – 4 (Redacted)

- D. Patrol Sergeants shall review those felony reports written by members under their supervision which are not reviewed by the Watch Commander.
- E. Members completing reports after the end of their regular shift shall, before going off duty, deliver such reports to the Watch Commander for review.
- F. Members shall obtain authorization from a field supervisor or the Watch Commander before leaving a report incomplete. Upon authorization, the member shall, before going off duty, complete a face page, submitted to a field supervisor or the Watch Commander.
- G. Members shall submit all reports prior to going off duty and shall not retain reports.
- H. The reviewing supervisor shall submit deficient and/or incomplete reports, along with a completed Case Work Sheet identifying the deficiencies, to the Records Division.
 - 1. Records Division personnel shall scan the Face Page and return the incomplete report to the pertinent supervisor.
- I. Supervisors shall check their squad folder at the beginning of each shift and return incomplete/deficient reports to the appropriate member(s) for completion.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-5

SUBJECT: RELEASE OF RECORDS

DATE: January 1977 (Issued)
June 7, 2010 (Last Revision)

I. POLICY

- A. To the extent permitted by the provisions of the California Government Code, public records maintained by the Department shall be open to inspection and disclosure. Upon request, personnel shall assist members of the public in obtaining access to such records.
- B. Personnel shall not make available that information which is exempted from disclosure to the public. Where a record contains both public and exempt information, the public information shall be made available only if the exempt information can reasonably be segregated and is, in fact, deleted from disclosure.

II. DEFINITIONS

- A. *California Public Records Act* is the term applied to those provisions of the California Government Code which pertain to the management of records, reports and other information gathered and maintained by public agencies.

These provisions essentially state that all records maintained by a public agency, except for those documents specifically exempted, shall be made available for public inspection. A reasonable fee may be charged and protected information may be deleted but the requested record must be provided in a timely manner.

- B. *Exempt Records* are those reports and other documents that are not subject to disclosure. Protected records which pertain largely to law enforcement agencies are set forth in Government Code Section 6254(f) and noted in Part III-C of this order.

III. PROCEDURES

A. Records Section

1. The Records Section Supervisor shall ensure that personnel assigned, temporarily or permanently, to the Section familiar with the provisions of this order and with those provisions of the Government Code that pertain to the release and disclosure of public records.
2. Records Section personnel shall receive and process requests for public records in a courteous and timely manner, consistent with the provisions of Government Code Section 6253:
 - a. Requests to obtain public records shall be accepted during the Section's normal business hours. The requests shall be acted upon immediately, whenever possible, and certainly within ten days, absent compelling reason to extend that period of time. The reason for any such extension shall be provided, in writing, to the requesting person and the extension shall not exceed 14 days.
 - b. Reports and records to be released shall be examined to ensure that information which is exempted from disclosure is deleted or made illegible. Where the ability to edit out or obliterate protected information is in question, it shall be resolved by the Records Section Supervisor prior to the release of any information.
 - c. Records Section personnel shall, upon release of the requested records, collect relevant fees as established and set forth in the current fee schedule.
 - d. Records Section personnel shall complete and maintain documentation sufficient to reflect that the subject records have been disclosed, to whom disclosed, and the nature and extent of the information contained therein.

B. Personnel Not Assigned to the Records Section

1. Members and employees not assigned to the Records Section shall provide reasonable assistance to persons who

come to the Department to obtain reports, records or other information. As set forth in Government Code Section 6253.1, such assistance may include helping a person define the information requested, identifying Department records which may be responsive to the request, and directing the person to the Records Section or other location where the records may be maintained.

- 2 Personnel who are not assigned to the Records Section shall not release any record or information which is exempt from public disclosure. Records Section personnel shall resolve any question or dispute regarding the disclosure of a record or information.

C. Disclosure

Absent justification for non-disclosure as described herein, personnel shall release the following information:

1. Calls for Service/Calls for Service Summaries
 - a. Time, substance and location of all complaints or requests for assistance.
 - b. Time and nature of response.
 - c. Date, time and location of occurrence.
 - d. Victim's name, age, and current address, except as described in section E(1)(e), following.
 - f. Factual circumstances surrounding the crime or incident.
 - g. General description of any injuries, property or weapons involved.
2. Arrestees
 - a. Full name and occupation.
 - b. Date of birth and physical description: sex, height, weight, color of eyes and hair, including Livescan photo on Arrest Report.
 - c. Date and time of arrest.

General Order I - 5 (Redacted)

- d. Location of arrest.
 - e. Factual circumstances surrounding arrest.
 - f. Date and time of booking.
 - g. Amount of bail, if known.
 - h. All charges, including warrants and parole or probation hold.
 - i. Location where arrestee is being held.
 - j. Time and manner of release, if known.
3. Reports
- a. Names and addresses of victims, arrestees, and witnesses, except confidential informants and juvenile witnesses.
 - b. Description of any property involved.
 - c. Date, time and location of incident.
 - d. All diagrams.
 - e. Statements of parties involved.
 - f. Statements of all witnesses, except confidential informants.
- D. Personnel releasing copies of official documents, as described herein, to other than law enforcement agencies shall note on the document the release date, the identity of the individual releasing the document and the identity of the individual to who the document is released and shall provide that information to the Records Section.
- E. Exemptions
- 1. In accordance with Government Code Section 6254, the following Department records are exempt and shall not disclosed:

General Order I - 5 (Redacted)

- a. Records pertaining to legal claims or pending litigation involving the Department or the City.
 - b. Personnel files, medical files or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
 - c. Any report or portion of a report which reflects the analysis or conclusions reached by an investigator. This includes CAD Incident Recall Reports, which often contain confidential third party data and tactical information and may be connected to an ongoing investigation. Such records may be subpoenaed and supplied to the court pursuant to Evidence Code Sections 1560 and 1561, or a synopsis of the call for service may be released.
 - d. Reports which identify a confidential informant or any statement made by a confidential informant.
 - e. The *address* of a victim of any crime defined in Penal Code Sections 220, 261,261.5, 262, 264, 264.1, 273a, 273d, 273.5.286, 288, 288a, 289, 422.6, 422.7, 422.75 and 646.9
 - f. The home addresses or telephone numbers of any peace officer, judge, court commissioner or magistrate.
 - g. Information contained in any application for a concealed weapon permit which identifies when and where an applicant may be vulnerable to attack, or that pertains to the medical or psychological history the applicant or members of his or her family.
2. In accordance with the provisions of Penal Code Section 841.5, the address or telephone number of a victim or witness to a crime shall not be disclosed to any person who is arrested for that crime or who may become a defendant in a criminal action relevant to the incident.
 3. The following records may be exempt from disclosure, in whole or in part, under conditions enumerated herein.

General Order I - 5 (Redacted)

- a. Records pertaining to intelligence information, security procedures, complaints to, or investigations conducted by the Department.

Provided, however, that the following information must be disclosed to the victim of an incident, his or her authorized representative, a relevant insurance carrier, and any person suffering bodily injury or property damage or loss as a result of specified crimes, unless the disclosure would endanger the safety of a witness or other person involved in the investigation, or endanger the successful completion of the investigation.

- (1) Names and addresses of witnesses or persons involved in the incident, except for confidential informants.
- (2) The description of any property involved.
- (3) The date, time and location of the incident.
- (4) All diagrams and statements pertaining to the incident, except statements made by confidential informants.

- b. The *name* of a victim of any crime defined in Penal Code Sections 220, 261,261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75 and 646.9, when nondisclosure is requested by the victim or by a parent or guardian if the victim is a minor.

- c. Juvenile records

Welfare and Institutions Code Section 827 et. al. restricts the release of juvenile records except as enumerated in that section. The section permits certain entities, including the superintendent of the school district or his/her designee, to “inspect” records. However, the Solano County Juvenile Court has held that, absent a petition filed with that Court and permission granted, copies of such records are not subject to release.

F. Disclosures of Other Information

General Order I - 5 (Redacted)

a. Death

Personnel shall not release to the public the name of a deceased victim of a crime or other incident until after the next of kin has been notified and clearance obtained from the Coroner's Office.

b. Injury

Personnel shall not release the name of a seriously injured person to the public prior to notification of the next of kin.

c. Suicide Notes

Personnel shall not release the contents of suicide notes, but may acknowledge their existence as appropriate.

d. Multi-Jurisdictional Investigations or Incidents

Personnel shall refer inquiries to the agency having primary jurisdiction.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-6

SUBJECT: CRIMINAL OFFENDER RECORD INFORMATION (CORI)

DATE: July 1, 1974 (Issued)
April 4, 2005 (Last Revision)

I. POLICY

Personnel of the Vallejo Police Department shall comply with applicable statutes, Department of Justice regulations and Department rules pertaining to the security of criminal offender record information.

II. DEFINITIONS

- A. *State Criminal Offender Record Information (CORI)* - refers to information that criminal justice agencies compile for the purpose of identifying criminal offenders. State Criminal Offender Record Information ("rap sheet") is maintained by the California Department of Justice and includes arrest summaries, records of pretrial proceedings, and reports pertaining to the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation and release.
- B. *Local Criminal Offender Record Information* - refers to the master record compiled by the Vallejo Police Department pertaining to the identification and criminal history of an individual. The record includes the person's name, date of birth, physical description, dates of arrests, arresting agency and booking numbers, charge case dispositions, and similar data.
- C. *CLETS* is the California Law Enforcement Telecommunications System, maintained by the California Department of Justice.

III. PROCEDURES

- A. Security of State and Local Criminal Offender Record Information

General Order I - 6 (Redacted)

1. The Records Supervisor or, in his or her absence, a designee, shall be responsible for the security of all criminal records produced or received by the Department. In the absence of the Records Supervisor and the designee, the on-duty Watch Commander shall be responsible for determining access to, and release of, criminal offender records.
2. Authorization for the receipt of State or Local Criminal Offender Record Information is obtained through the Records Supervisor, in accordance with established procedure.
3. Personnel shall secure computer terminals which access State or Local Criminal Offender Record Information when not in use. Such terminals shall not be accessible to the public, nor shall any computer screen displaying CORI be visible to unauthorized persons.
4. Personnel shall disseminate State and Local CORI only to authorized members or employees, or authorized representatives of law enforcement agencies. Personnel shall document CORI released to an outside agency in accordance with established policy.
5. Personnel shall not reproduce or copy CORI printouts, nor incorporate them in any Department case report or other record which may be subject to disclosure. Such printouts shall be discarded only in secure shredding bins.
6. The Records Supervisor, in conjunction with the Training Unit, shall arrange or provide, within six months following the initial employment of any Department personnel, including reserves, cadets and volunteers, training regarding the use of CLETS. This training shall include the regulations governing the use of the CLETS network, and rules and regulations pertaining to State and Local Criminal Offender Record Information and shall constitute certification for the purposes of this order.

In-service training pertaining to CLETS and CORI use and regulations shall be updated and provided to all Department personnel once every two years at minimum.

B. Accessing State Criminal Offender Record Information (CORI)

General Order I - 6 (Redacted)

1. Requests for State CORI shall be made via CLETS. The information may be obtained immediately or received by mail. Mailed CORI responses received by the Department shall be forwarded to the requesting individual.
2. Only CLETS-certified personnel may access State CORI through the CLETS network.
3. A member or employee seeking State CORI shall ensure that his or her name or identification number, the purpose of the request, and any associated case numbers are included on every CORI request he or she completes.
4. Members and employees shall not access State CORI via CLETS for purposes associated with the employment, certification or licensing of any person.

C. Accessing Local Criminal Offender Record Information

Access to Local CORI is restricted to authorized Department personnel. All other persons shall request the information from the Records Supervisor. If the Supervisor or a designee is not available, the on-duty Watch Commander shall determine, on a need-to-know basis, whether the requested information shall be provided.

D. Processing Citizen Requests for Local CORI

1. Local CORI may be made available to private citizens as follows:
 - a. An individual may request to review his or her Local CORI, but any such review shall be limited to a summary listing of his or her arrests. Case reports and other records contained in Department files may be reviewed only in accordance with Public Records Act procedures.
 - b. Persons other than the subject individual may request to review that individual's Local CORI for employment-related background purposes, upon presentation of a written waiver.
2. In either case, the person who wishes to review Local shall provide appropriate identification, submit a prescribed

application form and pay the established processing fee to the Records Section.

- a. When the request is for employment-related background information, Records personnel shall access Local CORI and complete the appropriate form to provide the information, upon receipt of proper identification, the waiver, the application form and the payment.
- b. When the request is made by an individual to review his or her personal record, the Records Supervisor shall cause the production of a printout of the Local CORI and notification to the person, in writing and within ten (10) days, of when and where the record may be viewed. At that time and place, the individual may review the information and make written notes, but may not make a copy or reproduce the record.
 - (1) If the person questions the accuracy or completeness of the record, he or she may submit a written request to the Records Supervisor to ask that it be changed. The request must identify the alleged inaccuracies or omissions and be accompanied by originals of any corroborating information or materials.
 - (2) Upon receipt, the Records Supervisor shall review the person's Local CORI and, within thirty (30) days and in writing, inform him or her of the results of the review.
 - (3) If inaccuracies are found, the Records Supervisor shall:
 - (a) Correct the records in pertinent automated and non-automated files.
 - (b) Review the audit trail pertaining to the subject person's record and provide the correction to any criminal justice agency which has had access to the information within the preceding two (2) years.
 - (c) Provide the person with a list of any non-criminal-justice entities to which the

inaccurate information was sent within the preceding two (2) years.

- (4) If the individual and the Records Supervisor disagree regarding the accuracy of the record, the person may appeal, in writing, to the Support Services Division Commander. The appeal should set forth the alleged inaccuracies or omissions, and describe any supporting corroboration. The Support Services Division Commander shall review the appeal and respond to the individual in writing and within thirty (30) days.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-7

SUBJECT: DISSEMINATION OF REGISTERED SEX OFFENDER
INFORMATION (MEGAN'S LAW)

DATE: March 26, 1998 (Issued)
March 27, 2007 (Last Revision)

I. POLICY

- A. Information pertaining to sex offenders who have registered with the California Department of Justice (DOJ) pursuant to Penal Code Section 290 shall be disclosed to the public, upon request, in accordance with the provisions of Penal Code Section 290.45.
- B. The Department shall cause proactive notification to be made to pertinent citizens of the Vallejo community regarding sexual offenders, consistent with the provisions of Penal Code Section 290.45 and this order.

II. PROCEDURES

- A. Public Access to Department of Justice Sex Offender Records
 - 1. In accordance with the provisions of Penal Code Section 290.46, the public may access registrant information maintained by DOJ via an Internet web site (WWW.meganslaw.ca.gov). The amount and nature of information disclosed is determined by DOJ, based on the offense(s) of which the registrant was convicted.
 - a. Department personnel may provide the website information to citizens who wish to access the file. The person making the request must be eighteen years of age or older and must not be a registered sex offender.
 - b. After screening the request, DOJ may provide descriptive information and the ZIP Code (but not an address) of the registrant. DOJ will not provide

- g. Relevant parole or probation conditions, such as one prohibiting contact with children.
 - h. Date and nature of crimes resulting in classification under PC Section 290. No other criminal history shall be released.
 - i. Date of release from confinement
- 2. The methods utilized to notify institutions, individuals or other community members shall be uniformly applied.
 - a. Personnel shall direct information to citizens at apparent risk, such as persons living in close proximity to an offender, a woman living near a known rapist, or parents living near a park frequented by an offender.
 - b. Notification shall be disseminated no further than is apparently necessary for the protection of the public.
 - c. When a method of notification is appropriate in one set of circumstances, the same procedures shall be followed in similar situations, absent articulable reasons to the contrary. For example, if a flyer with a photograph of a child molester is disseminated to one daycare facility, such flyers should be used in all similar situations.
 - d. As required by Penal Code Section 290.45(a)(2), a public disclosure shall be preceded by the statement: "The purpose of the release of this information is to allow members of the public to protect themselves and their children from sex offenders." In addition, personnel shall advise the public that use of the disclosed information for any other purpose is unlawful.

Formatted: Indent: Left: 0.5"

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I-8

SUBJECT: FORMS CONTROL

DATE: January 26, 1978 (Issued)
December 6, 2004 (Last Revision)

I. POLICY

- A. Departmental forms control shall be a function of the Services Division.
 - 1. As used in this order, the term *forms* includes temporary and permanent forms, reports and websites intended for Department use.
 - 2. *Forms control* includes the development, revision, formatting, numbering, ordering and supplying of forms.
- B. All forms developed by and for the Department must be and approved by the Investigations Bureau Commander before their use is initiated.
- C. Forms recommended or adopted for Department use shall consistent in appearance, format and structure and for general use insofar as possible.

II. PROCEDURES

- A. Forms Development
 - 1. Personnel may initiate a new form or a revision of an existing form by submitting a draft and a statement of need to Commander of the Support Services Division, via the chain of command.
 - 2. Upon his or her initial approval, the Support Services Commander or designee shall route a proposed form or

revision, with time line, to the Records Section Supervisor or designee and to appropriate staff.

- a. The Support Commander's decision to disapprove a suggested form will be final and will be communicated in a timely manner to the member or employee who made the recommendation.
- b. Upon the suggested form's return, the Support Commander shall submit the form to the Investigations Bureau Commander for final approval or disapproval.
- c. Upon approval by the Investigations Bureau Commander, the Support Commander shall cause the form to be finalized and a Departmental form number assigned. Form revision dates, if applicable, will be noted in parenthesis following the form number.
- d. The form number shall be entered in the Forms Number Control Log maintained by the Support Services Division and necessary arrangements shall be made to reproduce and distribute the form for Department use.
- e. The implementation of new or revised forms shall be coordinated with the Training Unit.

B. Forms Inventory

1. The Support Services Division shall be responsible for ordering and restocking all Department forms.
2. Each printed Department form will be stocked with a reorder indicator inserted at an appropriate level. A member or employee who encounters a reorder indicator when accessing the form supply shall notify a representative of the Support Services Division in a timely manner.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: I - 9

SUBJECT: RELEASE OF GENERAL ORDERS

DATE: May 23, 2006 (Issued)

I. POLICY

- A. The Department, in accordance with Government Code 6253 et seq., also known as the California Public Records Act, and Vallejo City Ordinance 2.08.090 et seq., also known as the Sunshine Ordinance, makes available to the public those General Orders and portions of General Orders, the release of which does not compromise public or member safety.
- B. The Chief of Police shall make the determination regarding whether a specific General Order or portion thereof shall be made available to the public.

II. PROCEDURES

- A. With the exception of those orders specified in Section II (B) herein, personnel shall release Departmental General Orders to the public, upon request.
 - 1. Requests for General Orders other than those specified in Section II (B) shall be fulfilled in accordance with General Order I-5 "Release of Records".
 - 2. Requests for General Orders specified in Section II (B), or inquiries pertaining to policy contained therein, shall be referred to the Professional Standards Division Commander.
- B. The following General Orders shall only be released to the public by the Professional Standards Division, after appropriate redaction:
 - 1. C-5 "Patrol Rifle Program"

General Order I - 9 (Redacted)

2. C-6 "Emergency Services Unit"
3. C-7 "Canine Program"
4. C-9 "Arms Aboard Commercial Aircraft"
5. D-1 "Weapons Incidents"
6. D-2 "Tactical Execution of Warrants"
7. D-3 "Financial Institution Alarms"
8. D-5 "Explosive Device Investigations"
9. D-11 "Code 666"
10. D-14 "Sexual Assault Investigation"
11. F-7 "Holding Facility Procedures"
12. G-2 "Informants"
13. G-3 "Asset Forfeiture"
14. H-7 "Firearms and Ammunition"

INDEX

INDEX

General Order No.

- A -

<u>Absence, Without Leave</u>	B-1.1
<u>Access to Personnel Records</u>	B-5
<u>Accident, Traffic Investigation</u>	E-1
<u>Accidents, Reporting Personnel Injuries or Vehicle</u>	B-9
<u>Action, Off-Duty Member</u>	B-15
<u>Activities, Public</u>	B-1
<u>Address/Telephone Lists and Voice Mail, Personnel</u>	B-8
<u>Address/Telephone, Change of</u>	B-8
Administration	Section A
<u>Administrative Leave</u>	B-11
<u>Admissions and Passes, Free</u>	B-1.19
<u>Affairs, Internal Investigations and Citizen Complaint Procedures</u>	B-17
<u>Aircraft, Arms aboard</u>	C-9
<u>Alarms, Financial Institution</u>	D-3
<u>Amendment, Citation, and Dismissal</u>	F-4
<u>Ammunition, Firearms and</u>	H-7
<u>Appearance Standards, Uniforms, Equipment, and Personal</u>	H-8
<u>Appearances and Testifying, Judicial and Investigative Actions</u>	B-16
<u>Arms aboard Aircraft</u>	C-9
Arrests and Detentions	Section F
Arrests	
<u>and Detentions</u>	F-1
<u>Civil Disobedience</u>	D-18
<u>Multiple</u>	D-18
<u>Arson Investigation</u>	D-9
<u>Asset Forfeiture</u>	G-3
<u>Assignments, Generally</u>	B-1
<u>Assignments, Specialized</u>	B-13
Assistance to	
<u>Mentally Disordered/Dependent</u>	D-6

INDEX

- A - (cont.)

General Order No.

Assistance to (cont.)

<u>Personnel/Citizens</u>	B-1.2
<u>Offenders, Prohibited</u>	B-1.3
<u>Stranded Motorists</u>	E-9
<u>Victims, Domestic Violence</u>	D-4
<u>Assisting Stranded Motorists</u>	E-9
<u>Associates, Conduct Toward</u>	B-1.10
<u>Authority, Command & Supervisory</u>	A-4
<u>Autopsies</u>	D-7
<u>Availability for Duty</u>	B-1.4

- B -

<u>Background Investigations</u>	B-19
<u>Bad Check Program</u>	D-13
<u>Bail, Furnishing</u>	B-1.17
<u>Bank, Alarms</u>	D-3
<u>Baton</u>	C-1
Belts	
<u>Duty</u>	H-8
<u>Seat</u>	H-5
<u>Bias, Enforcement</u>	B-2
<u>Body modification</u>	H-10
<u>Bomb Investigations</u>	D-5
<u>Branding</u>	H-10
<u>Bullet trap</u>	G-5
<u>Bulletins, Training</u>	A-5
Business	
<u>Departmental, security of</u>	I-5
<u>Private, conducting on-duty, prohibited</u>	B-1.40

INDEX

- C -

Cables, Jumper	E-7
California's Megan's Law	I-7
Call-out, Investigator	G-4
Calls	
Involving weapons, response to	D-1
Personal, telephone, on-duty	B-1.6
Canine	
Program	C-7
Use of	C-7, D-18
Carotid Restraint	C-1
Case Control	G-1
Cases	
Misdemeanor, Felony	G-1
Suspicious Death	D-7
Cash	
Asset Seizure	G-3
Booking	G-5
Prisoner	F-6
CCW (Concealed Weapons)	C-10
Change of Address, Personnel	B-8
Chaplain Program	J-5
Checks, Forged	D-13
Chief of Police	
Command of Department	A-4
Incidents Requiring Notification to	A-6
Citation	
Amendment and Dismissal	F-4

INDEX

- C - (cont.)

General Order No.

Citation (cont.)

<u>Misdemeanor Release</u>	F-3
<u>Citizen's Complaints and Internal Affairs</u>	B-17
Citizens	
<u>Assistance to</u>	B-1.2
<u>Recognition for Distinguished Service</u>	B-4
Civil	
<u>Disobedience</u>	D-18
<u>Process</u>	D-17
<u>Standby</u>	D-17
<u>Clandestine Laboratory Protocol</u>	D-8
Code	
<u>3 Driving Regulations</u>	C-2
<u>666 Plan</u>	D-11
<u>of Ethics</u>	B-1
Collision	
<u>and Discharge Interviews</u>	B-18
<u>Investigation</u>	E-1
<u>Command & Supervisory Personnel</u>	A-4
Commander	
<u>Bureau</u>	A-4
<u>Event</u>	D-16
<u>Incident/ Tactical/ HNT/ Outer Perimeter</u>	C-6
<u>Watch</u>	A-4
<u>Commercial Testimonials</u>	B-1.5
Communications	
<u>Procedure</u>	I-1

INDEX

- C - (cont.)

General Order No.

Communications (cont.)

<u>personal telephone</u>	<u>B-1.6</u>
<u>Community Outreach Program, Vallejo (VCOP)</u>	<u>J-4</u>
<u>Complaints, Citizen's, and Internal Affairs</u>	<u>B-17</u>
<u>Compliance with Orders</u>	<u>B-1.8, B-1.35</u>
<u>Completion of Reports</u>	<u>B-1.7, I-4</u>
<u>Concealed Weapons Licenses (CCW)</u>	<u>C-10</u>

Conduct

<u>toward the public</u>	<u>B-1.9</u>
<u>toward superiors/subordinates/associates</u>	<u>B-1.10</u>
<u>Standards of</u>	<u>B-1</u>

<u>Contents, Table of</u>	<u>A-1</u>
---------------------------	------------

Control

<u>Case</u>	<u>G-1</u>
<u>Crowd</u>	<u>D-18</u>
<u>Forms</u>	<u>I-8</u>
<u>of informants</u>	<u>G-2</u>
<u>of personnel data</u>	<u>B-8</u>
<u>Scene</u>	<u>D-12</u>
<u>Techniques</u>	<u>C-1</u>

<u>Conversion of Property to Personal Use, Prohibited</u>	<u>B-1.41</u>
<u>Cooperation, required</u>	<u>B-1.29</u>
<u>(CORI) Criminal Offender Record Information</u>	<u>I-6</u>
<u>Correspondence</u>	<u>B-1.11</u>
<u>Cost Recovery</u>	<u>A-7</u>
<u>Counseling, Peer Support</u>	<u>B-14</u>

INDEX

- C - (cont.)

General Order No.

Court

Appearances, generally	B-16
Liaison, Judicial Appearances and	B-16
Crime Scene Investigation	D-12
Crimes, Citation Release on Misdemeanor	F-3
Criminal Offender Record Information (CORI)	I-6
Critical Incident Procedure	C-6, D-18
Criticism, Public, of Orders/Policies, Prohibited	B-1.42
Crowd Procedures	D-18
Cursory Search	F-2

- D -

Death

Investigation	D-7
or Injury, Personnel	A-6, B-6, B-9
Debts, of Personnel	B-1.12
Declaration, Officer's	E-10
Definitions	A-2
Definitions, General Orders	A-2
Dental modification	H-10
Department	
Exercise Equipment	H-4
Motorcycles	H-9
Organization (chart)	A-3
Organization (structure)	A-2
Personnel Data, security of	B-8
Policy on Modified Duty	B-12

INDEX

- D - (cont.)

General Order No.

Department (cont.)

<u>Property & Equipment</u>	H-2
<u>Records, release of</u>	I-5
<u>Security</u>	H-1
<u>Take-Home Vehicles</u>	H-6
<u>Dependent Persons</u>	D-6
<u>Depositions, Civil Cases</u>	B-16
Detention	
<u>generally</u>	F-1
<u>of juveniles</u>	F-5
<u>of mentally disordered persons</u>	D-6
<u>Detentions, Arrest and</u>	F-1
<u>Device, Explosive, Investigation</u>	D-5
<u>Digital Evidence</u>	G-6
<u>Digital Media</u>	G-6
Discharge	
<u>of Firearm</u>	C-1
<u>Collision and, Interviews</u>	B-18
<u>Disciplinary Penalties/Authority</u>	B-17
<u>Discipline, Radio</u>	B-1.43
Discrimination or Harassment	
<u>Prohibition against</u>	B-1.13, B-3
<u>Reporting Requirement</u>	B-1.13, B-3
<u>Dishonored Documents</u>	D-13
<u>Dismissal, Citation Amendment and</u>	F-4
<u>Dispersal Order</u>	D-18

INDEX

- D - (cont.)

General Order No.

<u>Distinguished Service, Recognition for</u>	<u>B-4</u>
<u>Documents, Dishonored</u>	<u>D-13</u>
<u>Domestic Violence</u>	<u>D-4</u>
<u>Driving, Emergency</u>	<u>C-2</u>
Duty	
<u>Availability for</u>	<u>B-1.4</u>
<u>Fitness for</u>	<u>B-1.16</u>
<u>Idling on, Prohibited</u>	<u>B1.21</u>
<u>Modified</u>	<u>B-12</u>
<u>Relief from</u>	<u>B-1.45, B-11</u>
<u>Responsibilities</u>	<u>B-1.14</u>

- E -

<u>Electronic Media</u>	<u>I-3</u>
<u>Embezzled Vehicles</u>	<u>E-5</u>

Emergency

<u>Driving</u>	<u>C-2</u>
<u>Services Unit</u>	<u>C-6</u>

<u>Employment, Outside</u>	<u>B-1.36</u>
<u>Employees, Assistance to</u>	<u>B-1.2</u>
<u>Enforcement, Impartial</u>	<u>B-2</u>
<u>EPO (Emergency Protective Order)</u>	<u>D-4</u>

Equipment

<u>Damage to, presumption of responsibility</u>	<u>B-1.15</u>
<u>Department Property and</u>	<u>H-2</u>
<u>Exercise</u>	<u>H-4</u>
<u>Uniforms and</u>	<u>H-8</u>

INDEX

- E - (cont.)

General Order No.

Escalation of force	C-1
E.S.U.	C-6
Ethics Code	B-1
Evaluation, Personnel	B-7
Event Commander	D-16
Event Management	D-16
Evidence	
and Property	G-5
digital	G-6
packaging	G-5
Exercise Equipment	H-4
Explosive Device Investigation	D-5

- F -

Facility and Equipment	Section H
Facility Parking, Police	H-3
Fairgrounds Jurisdiction	D-15
Fatal Incident Protocol	
Officer-Involved Shooting	C-1
Prisoner Death	F-7
Felony Arrest Warrants, Tactical Procedures for	D-2
Field Operations	Section D
Financial Institution Alarms	D-3
Firearms and Ammunition	H-7
Firearms Prohibition	B-22

INDEX

- F - (cont.)

General Order No.

Fire Investigation	D-9
Fitness for Duty	B-1.16
Flying while Armed	C-9
Field Training Programs	B-21

Force

Section C

Force

Lethal	C-1, B-18
Use of	C-1

Forfeiture, Asset	G-3
-----------------------------------	---------------------

Forged Checks	D-13
-------------------------------	----------------------

Forms

Control	I-8
Notice of Stored Vehicle	E-3
Promise to Appear	F-1, F-3

Freeway Jurisdiction	E-6
--------------------------------------	---------------------

Functional Descriptions, Department Organization Structure	A-2
--	---------------------

Furnishing Bail	B-1.17
---------------------------------	------------------------

- G -

Gambling, On-duty	B-1.18
-----------------------------------	------------------------

General Conduct On-Duty	B-1
---	---------------------

General Orders

Definitions	A-2, A-5
Release of	I-9

Gifts or Gratuities	B-1.19
-------------------------------------	------------------------

Gifts, Unauthorized	B-1.19
-------------------------------------	------------------------

INDEX

- G - (cont.)

General Order No.

Gratuities B-1.19

Guard, Honor J-2

- H -

Harassment

or Discrimination B-1.13, B-2, B-3

, Reporting B-3

H.N.T. C-6

Helpless Persons D-6

Hobble Restraint C-4

Holding Facility Procedures F-7

Honor Guard J-2

Hostage Negotiating Team C-6

Human Remains, Suspected D-7

- I -

Identification, Requirement B-1.20

Idling on Duty B-1.21

Impartial Enforcement B-1.13, B-2

Impounds, Vehicle, and Recoveries E-3

Incident

Command System (I.C.S.) C-6

Commander C-6, D-16

Incidents, Weapons D-1

Informants G-2

INDEX

- I - (cont.)

General Order No.

Information Control

Section I

Information

<u>Release of</u>	<u>I-2, I-5, I-6, I-7, I-9</u>
<u>Criminal Offender Record</u>	<u>I-6</u>
<u>General Orders, Release of</u>	<u>I-9</u>

<u>Injured Persons</u>	<u>B-1.2</u>
------------------------	--------------

Injury

<u>Personnel, or Death</u>	<u>B-9, B-6</u>
<u>Reporting</u>	<u>B-9</u>

<u>Inspection, Department Vehicle</u>	<u>H-2</u>
---------------------------------------	------------

<u>Insubordination</u>	<u>B-1.22</u>
------------------------	---------------

<u>Interagency Coordination, Pursuits</u>	<u>C-2</u>
---	------------

<u>Internal Affairs, Citizen's Complaints and</u>	<u>B-17</u>
---	-------------

Interviews

<u>Collision and Discharge</u>	<u>B-18</u>
<u>Internal Affairs</u>	<u>B-17</u>

<u>Intoxicants/Intoxication</u>	<u>B-1.24, H-6</u>
---------------------------------	--------------------

<u>Inventory, Vehicle Searches</u>	<u>E-4</u>
------------------------------------	------------

Investigations

Section G

Investigations

<u>Arson</u>	<u>D-9</u>
<u>Background</u>	<u>B-19</u>
<u>Bomb</u>	<u>D-5</u>
<u>Citizen Complaint</u>	<u>B-17</u>
<u>Clandestine Lab</u>	<u>D-8</u>
<u>Collision</u>	<u>E-1</u>

INDEX

- I - (cont.)

General Order No.

Investigations (cont)

<u>Crime Scene</u>	<u>D-12</u>
<u>Death</u>	<u>D-7</u>
<u>Domestic Violence</u>	<u>D-4</u>
<u>Embezzled Vehicles</u>	<u>E-5</u>
<u>Explosive Device</u>	<u>D-5</u>
<u>Fire</u>	<u>D-9</u>
<u>Internal</u>	<u>B-1.23</u>
<u>Internal Affairs</u>	<u>B-17</u>
<u>Missing Persons</u>	<u>D-10</u>
<u>Sexual Assault</u>	<u>D-14</u>
<u>Weapons Incidents</u>	<u>D-1</u>
<u>Worthless/Dishonored Document</u>	<u>D-13</u>
<u>Vehicle Collision</u>	<u>E-1</u>
<u>Investigator Call-out</u>	<u>G-4</u>
<u>Involuntary Commitments, Mentally Disordered Person</u>	<u>D-6</u>
<u>Issuance of Orders</u>	<u>B-1.25</u>

- J -

General Order No.

<u>Judicial Appearances and Court Liaison</u>	<u>B-16</u>
<u>Jumper Cables</u>	<u>E-7</u>
<u>Jurisdiction, Fairgrounds</u>	<u>D-15</u>
<u>Jurisdiction, Freeway</u>	<u>E-6</u>
<u>Juvenile Procedures</u>	<u>F-5</u>

- K -

<u>K-9 Program</u>	<u>C-7</u>
<u>Keys, Duplication/ Possession</u>	<u>B-1.26</u>

INDEX

- K - (cont.)

General Order No.

Kidnap/Hostage for Extortion or Robbery C-6, D-3

- L -

Laboratory, Clandestine, Investigation D-8

Law, Megan's I-7

Lawful Intervention C-2

Laws and Regulations

Knowledge Required B-1.27

Obedience to B-1.35

Leave

Administrative B-11

Reporting B-10

Lethal Force C-1

Liaison, Court B-16

Lists, Personnel Address/Telephone B-8

Loitering, Prohibited B-1.28

Lost Persons B-1.2

Loyalty, Cooperation B-1.29

- M -

Mail System, Voice I-3

Malingering, prohibited B-1.30

Management, Records I-5

Meals B-1.31

Media

Digital G-6

Electronic I-3

Relations I-2

INDEX

- M - (cont.)

General Order No.

Megan's Law, California's	I-7
Members, Assistance to	B-1.2
Membership in Organizations	B-1.32
Mentally Disordered Persons (51-50W&I)	D-6
Meritorious Service, Recognition of	B-4
Misconduct, Reporting	B-1.46
Misdemeanor Crimes, Citations Release on	F-3
Missing Persons	D-10
Modified Duty	B-12
Money	
Asset seizure	G-3
Booking	G-5
Prisoner	F-6
Motorcycles, Police	H-9
Motorists, Assisting Stranded	E-9
Mounted Patrol	J-3

- N -

National Anthem and Colors, Acknowledgement	B-1.33
Negotiating Team, Hostage	C-6
Notification Of	
Chief of Police	A-6
Death or Injury	A-6, B-6
Internal Affairs Required	B-1.46

- O -

Obedience to Laws, Regulations and Orders	B-1.35
---	------------------------

INDEX

- O- (cont.)

General Order No.

<u>OC, Use of</u>	<u>C-1</u>
<u>Off-Duty Peace Officer Action</u>	<u>B-15</u>
Offenders	
<u>Assistance to, Prohibited</u>	<u>B-1.3</u>
<u>Criminal Records Information, Release of</u>	<u>I-6</u>
<u>Officer Involved Protocol Team/Countywide</u>	<u>C-1</u>
<u>Officer's Declaration, Trial by Written Declaration</u>	<u>E-10</u>
<u>Officers, Selection/Rotation for Special Assignments</u>	<u>B-13</u>
<u>Oleoresin Capsicum (OC) Chemical Agent</u>	<u>C-1</u>
<u>On-Duty Rules</u>	<u>B-1</u>
<u>Operation of Police Motorcycles</u>	<u>H-9</u>
<u>Operations Plan</u>	<u>C-6,D-16</u>
Orders	
<u>Appeals</u>	<u>B-1.8</u>
<u>Compliance with</u>	<u>B-1.35</u>
<u>Conflicting</u>	<u>B-1.8</u>
<u>Criticizing</u>	<u>B-1.22</u>
<u>Improper</u>	<u>B-1.25</u>
<u>Issuance of</u>	<u>B-1.25</u>
<u>Stay Away</u>	<u>D-4</u>
<u>Temporary Restraining</u>	<u>D-4</u>
<u>Unlawful</u>	<u>B-1.8</u>
<u>Unjust</u>	<u>B-1.8</u>
<u>Written</u>	<u>A-5</u>
Organization	
<u>Chart</u>	<u>A-3</u>
<u>Membership in</u>	<u>B-1.32</u>
<u>Structure, Department</u>	<u>A-2</u>

INDEX

- O - (cont.)

General Order No.

<u>Outreach Program, Vallejo Community (VCOP)</u>	<u>J-4</u>
<u>Outside Employment</u>	<u>B-1.36</u>
<u>Overtime, Court and Liaison</u>	<u>B-16</u>

- P -

<u>Packaging, Evidence</u>	<u>G-5</u>
<u>Parking, Police Facility</u>	<u>H-3</u>
<u>Passes and Admissions</u>	<u>B-1.19</u>
<u>Passive Resistance</u>	<u>D-18</u>

Patrol

<u>Mounted, Program</u>	<u>J-3</u>
<u>Rifle Program</u>	<u>C-5</u>
<u>Vehicle, take-home</u>	<u>H-6</u>

Peace Officer

<u>Action, Off-duty</u>	<u>B-15</u>
<u>Status</u>	<u>B-15</u>

<u>Peace Officers Bill of Rights</u>	<u>B-17</u>
--------------------------------------	-------------

<u>Peer Support</u>	<u>B-14</u>
---------------------	-------------

<u>Performance Evaluation</u>	<u>B-7</u>
-------------------------------	------------

<u>Performance of Duty</u>	<u>B-1</u>
----------------------------	------------

Persons

<u>Injured/Lost</u>	<u>B-1.2</u>
<u>Mentally Disordered</u>	<u>D-6</u>
<u>Missing</u>	<u>D-10</u>

Personal

<u>and Professional Conduct</u>	<u>B-1</u>
<u>Preferment</u>	<u>B-1.37</u>
<u>Telephone calls</u>	<u>B-1.6</u>

INDEX

- P - (cont.)

General Order No.

Personnel

Section B

Personnel

<u>Command and Supervisory</u>	A-4
<u>Data Control</u>	B-8
<u>Death or Injury</u>	B-9
<u>Evaluation</u>	B-7
<u>Records</u>	B-8
<u>Rules & Regulations</u>	B-1
<u>Selection Standards</u>	B-20
<u>Uniform Appearance Standards</u>	H-8
<u>Use of Department Media</u>	I-3
<u>Physical Exercise Equipment, Use of</u>	H-4
<u>Physical Fitness for Duty</u>	B-1.16, H-4
<u>Physical Force, Use of</u>	C-1
<u>Piercings</u>	H-10
<u>P.I.T. (Pursuit Intervention Technique)</u>	C-2
<u>Plans, Code 666</u>	D-11
<u>Plainclothes Operatives, Acknowledgement of</u>	B-1.38

Police

<u>Facility Parking</u>	H-3
<u>Motorcycles, Operation of</u>	H-9
<u>Probation Team Citation Procedures</u>	F-5
<u>Reports</u>	I-4
<u>Reserve Program</u>	J-1
<u>Unit Inspection</u>	H-2, H-6

Policy

<u>Communication</u>	I-1
<u>Modified Duty</u>	B-12

INDEX

- P - (cont.)

General Order No.

Policy (cont.)

<u>Police Records, Release to the Public</u>	<u>I-5</u>
<u>Shooting Qualification & Range Use Rules</u>	<u>C-8</u>
<u>Smoking</u>	<u>B-1.49</u>

<u>PPT</u>	<u>F-5</u>
<u>Pre-Booking</u>	<u>F-1, F-3, F-5, F-7</u>
<u>Preferment, Personal, Prohibited</u>	<u>B-1.37</u>
<u>Press Releases</u>	<u>I-2</u>
<u>Prisoner and Station Security</u>	<u>F-2</u>

Prisoners

<u>Cash</u>	<u>F-6</u>
<u>Release on misdemeanor citation</u>	<u>F-3</u>
<u>Transportation of</u>	<u>F-1, F-2, F-5</u>
<u>Treatment of</u>	<u>B-1.39, F-1</u>

<u>Private Business, Conducting On-duty Prohibited</u>	<u>B-1.40</u>
--	---------------

Procedures

<u>Citizen Complaint/Internal Affairs</u>	<u>B-17</u>
<u>Communications</u>	<u>I-1</u>
<u>Evidence and Property</u>	<u>G-5</u>
<u>Holding Facility</u>	<u>F-7</u>
<u>Juvenile</u>	<u>F-5</u>
<u>Missing Persons</u>	<u>D-10</u>
<u>Tactical, for Warrants</u>	<u>D-2</u>

<u>Professional conduct</u>	<u>B-1</u>
-----------------------------	------------

Program

<u>Canine</u>	<u>C-7</u>
<u>Chaplain</u>	<u>J-5</u>

INDEX

- P - (cont.)

General Order No.

Program (cont.)

<u>Honor Guard</u>	<u>J-2</u>
<u>Mounted Patrol</u>	<u>J-3</u>
<u>Patrol Rifle</u>	<u>C-5</u>
<u>Peer Support</u>	<u>B-14</u>
<u>Police Reserve</u>	<u>J-1</u>
<u>Ride-along</u>	<u>J-6</u>
<u>Take-Home Patrol Vehicle</u>	<u>H-6</u>
<u>Training</u>	<u>B-21</u>
<u>Vallejo Community Outreach (VCOP)</u>	<u>J-4</u>
<u>Prohibition, Firearms</u>	<u>B-22</u>
<u>Property and Equipment, Department</u>	<u>H-2</u>
Property	
<u>Booking and Release</u>	<u>G-5</u>
<u>Conversion to Personal Use, Prohibited</u>	<u>B-1.41</u>
<u>and Equipment, Department</u>	<u>H-2</u>
<u>Evidence and</u>	<u>G-5</u>
<u>Prisoner</u>	<u>F-1, F-6</u>
<u>Protocol, Clandestine Laboratory</u>	<u>D-8</u>
Public	
<u>Activities</u>	<u>B-1</u>
<u>Assembly</u>	<u>D-18</u>
<u>Conduct Toward</u>	<u>B-1.9</u>
<u>Criticism of Orders/Policies, Prohibited</u>	<u>B-1.42</u>
<u>Release of Police Records to the</u>	<u>I-5</u>

INDEX

- P - (cont.)

General Order No.

Pursuit

<u>Driving</u>	<u>C-2</u>
<u>Intervention Technique (P.I.T.)</u>	<u>C-2</u>

- Q -

<u>Qualifications, Weapon</u>	<u>C-8</u>
-------------------------------	------------

- R -

Radio

<u>Communication Procedures</u>	<u>I-1</u>
<u>Discipline</u>	<u>B-1.43</u>

<u>Range, Use of</u>	<u>C-8</u>
----------------------	------------

<u>Rap Sheets</u>	<u>I-6</u>
-------------------	------------

<u>Recognition for Distinguished Service</u>	<u>B-4</u>
--	------------

Records

<u>Criminal Offender Information</u>	<u>I-6</u>
<u>Personnel</u>	<u>B-5, B-8</u>
<u>Release</u>	<u>I-5</u>
<u>Revision, General Orders</u>	<u>A-5</u>
<u>Management</u>	<u>B-5, I-5</u>

<u>Recoveries, Vehicle, Impounds and</u>	<u>E-3</u>
--	------------

<u>Recovery, Cost</u>	<u>A-7</u>
-----------------------	------------

<u>Recreational Vehicle, Removal from Park</u>	<u>E-11</u>
--	-------------

<u>Referrals, Prohibited</u>	<u>B-1.44</u>
------------------------------	---------------

INDEX

- R - (cont.)

General Order No.

Regulations, and Rules for Personnel B-1

Relations, Media I-2

Release

CORI - security and I-6

General Orders I-9

of information, Megan's Law I-7

Misdemeanor Citation F-3

Press I-2

Prisoner F-1, F-3, F-5

Property G-5

Records I-5

Relief from Duty B-1.45

Report

Collision, Department vehicle H-2

Completion, required B-1.7

Police I-4

To Internal Affairs, required B-1.46

Vehicle collision investigations E-1

Reporting

Discrimination, Harassment B-1.13, B-3, B-17

Injury, Personnel B-9

Misconduct B-1.46

Leave, Sick or Special B-10

Violation of policy B-1.46, B-17

Reserve Program, Police J-1

INDEX

- R - (cont.)

General Order No.

Response

<u>Code 3</u>	<u>C-2</u>
<u>Tactical Team, Use of</u>	<u>C-6</u>
<u>To Calls, Generally</u>	<u>B-1</u>
<u>To Calls, Involving Weapons</u>	<u>D-1</u>
<u>Responsibilities, Duty</u>	<u>B-1.14</u>
<u>Responsibilities and Authority, Command and Supervisory</u>	<u>A-4</u>
<u>Restraint, Hobble</u>	<u>C-4</u>
<u>Restrictions, Use of Department Communications</u>	<u>B-1.11, I-3</u>

Review

<u>Collision</u>	<u>B-9, C-1</u>
<u>Discipline</u>	<u>B-17</u>
<u>Report</u>	<u>I-4</u>
<u>Use of Force</u>	<u>C-1</u>
<u>Rewards</u>	<u>B-1.19</u>
<u>Ride-Along Program</u>	<u>J-6</u>
<u>Rifle, Patrol, Program</u>	<u>C-5</u>
<u>RIPP Hobble Restraint</u>	<u>C-4</u>

Road Block

<u>County-wide, Code 666</u>	<u>D-11</u>
<u>Intervention Technique</u>	<u>C-2</u>
<u>Roll Call</u>	<u>B-1.47</u>
<u>Rotation/Selection of Officers Special Assignments</u>	<u>B-13</u>
<u>Rules & Regulations</u>	<u>B-1</u>
<u>Runaway Juveniles</u>	<u>F-5</u>
<u>RV, Removal from Park</u>	<u>E-11</u>

INDEX

- S -

<u>Scarification</u>	H-10
<u>Scene Control</u>	D-12
Search	
<u>Cursory, body, strip, cavity</u>	F-2
<u>Vehicle Inventory</u>	E-4
<u>Warrants, Execution of</u>	D-2
<u>Seat Belts, Use of</u>	H-5
Security	
<u>Criminal Offender Record/Information, Release</u>	I-6
<u>Department</u>	H-1
<u>Departmental Business & Criminal Cases</u>	B-1.48, I-5
<u>Prisoner and Station</u>	H-1, F-2
<u>Seizure, Asset</u>	G-3
<u>Selection/Rotation of Officers, Special Assignments</u>	B-13
<u>Selection Standards, Personnel</u>	B-20
<u>Service, Distinguished, Recognition for</u>	B-4
<u>Sexual Assault Investigation</u>	D-14
<u>Sex Offenders, California's Megan's Law</u>	I-7
Shooting	
<u>Investigation</u>	C-1
<u>Qualification and Range Use</u>	C-8
<u>Sick Leave, Reporting</u>	B-10
<u>Smoking, Policy</u>	B-1.49
Special	
<u>Leave, Reporting</u>	B-10
<u>Orders</u>	A-5
<u>Weapons and Tactics (S.W.A.T.)</u>	C-6

INDEX

- S - (cont.)

General Order No.

<u>Specialized Assignments</u>	<u>B-13</u>
Standards	
<u>of Conduct</u>	<u>B-1</u>
<u>Uniforms, Equipment and Personal Appearance</u>	<u>H-8</u>
<u>Station, Prisoner and, Security</u>	<u>F-2</u>
<u>Status, Peace Officer</u>	<u>B-15</u>
<u>Stay-Away Orders</u>	<u>D-4</u>
<u>Stolen Vehicles, Owner Notification of Impounds</u>	<u>E-3</u>
<u>Stranded Motorists, Assisting</u>	<u>E-9</u>
<u>Strip Search</u>	<u>F-2</u>
<u>Structure, Department Organization</u>	<u>A-2</u>
<u>Sub dermal implants</u>	<u>H-10</u>
<u>Subordinates, Conduct Toward</u>	<u>B-1.10</u>
<u>Subpoenas</u>	<u>B-16</u>
<u>Suicide Investigation</u>	<u>D-7</u>
<u>Superiors, Conduct Toward</u>	<u>B-1.10</u>
<u>Supervisory & Command Personnel</u>	<u>A-4</u>
<u>Support, Peer</u>	<u>B-14</u>
<u>Suspected Human Remains</u>	<u>D-7</u>
<u>Suspects, Transactions with, Prohibited</u>	<u>B-1.51</u>
<u>Suspicious Death Cases</u>	<u>D-7</u>
<u>S.W.A.T.</u>	<u>C-6</u>

- T -

<u>Table of Contents</u>	<u>A-1</u>
Tactical	
<u>Commander</u>	<u>C-6</u>
<u>Response, Generally</u>	<u>C-6</u>
<u>Warrant Execution</u>	<u>D-2</u>

INDEX

- T - (cont.)

General Order No.

Take-Home Patrol Vehicle	H-6
Taser	C-3
Tattoos	H-10
Team	
Hostage Negotiating	C-6
Special Weapons And Tactics	C-6
Telephone Lists, Personnel Address and Voice Mail	B-8
Telephones, Personal Use of	B-1.6, I-3
Temporary Restraining Orders	D-4
Testimony, Judicial	B-16
Testimonials, Commercial	B-1.5
Tobacco, Policy	B-1.49
Tows, Vehicle	E-2
Traffic Enforcement	Section E
Traffic Accident Investigation	E-1
Traffic citations, Officer's Declaration	E-10
Traffic Offenders, Vallejo Enforcement of	E-8
Training	
Attendance and Completion	B-1.50
Bulletins	A-5
Programs	B-21
Transactions, with Complainants, et al., Prohibited	B-1.51
Trial by Written Declaration	E-10
Truthfulness, Requirement	B-1.52
TRO (Temporary Restraining Order)	D-4

INDEX

- U -

<u>Unbiased Policing</u>	<u>B-2</u>
<u>Uniforms and Equipment</u>	<u>H-8</u>
<u>Unlawful Assembly</u>	<u>D-18</u>
Use of	
<u>Canines</u>	<u>C-7, D-18</u>
<u>Exercise equipment</u>	<u>H-4</u>
<u>Force</u>	<u>C-1</u>
<u>Informants</u>	<u>G-2</u>
<u>OC</u>	<u>C-1</u>
<u>Range</u>	<u>C-8</u>
<u>Seat belts</u>	<u>H-5</u>
<u>S.W.A.T. and Hostage Negotiation Teams</u>	<u>C-6</u>
<u>Take-home vehicles</u>	<u>H-6</u>
<u>Taser</u>	<u>C-3</u>

- V -

Vallejo

<u>Community Outreach Program (VCOP)</u>	<u>J-4</u>
<u>Enforcement of Traffic Offenders (VETO)</u>	<u>E-8</u>
<u>Police Department Take-Home Vehicle Program</u>	<u>H-6</u>
<u>V.C.O.P.</u>	<u>J-4</u>

Vehicle

<u>Accidents, Reporting Employee</u>	<u>B-9, H-2, H-6</u>
<u>Collisions, Reports</u>	<u>E-1</u>
<u>Embezzled</u>	<u>E-5</u>
<u>Impounds and Recoveries</u>	<u>E-3</u>
<u>Inventory Searches</u>	<u>E-4</u>
<u>Jumper Cables</u>	<u>E-7</u>

INDEX

- V - (cont.)

General Order No.

Vehicle (cont.)

<u>Pursuits</u>	<u>C-2</u>
<u>Recovered, Stolen, Owner Notification</u>	<u>E-3</u>
<u>Removal from R.V. Park</u>	<u>E-11</u>
<u>Tows</u>	<u>E-2, E-3</u>
<u>Embezzled</u>	<u>E-5</u>
<u>Take-home</u>	<u>H-6</u>
<u>Vehicle Pursuits</u>	<u>C-2</u>
<u>Verbal Persuasion</u>	<u>C-1</u>
<u>Veri-Pic System</u>	<u>G-6</u>
<u>V.E.T.O.</u>	<u>E-8</u>
<u>Victim Assistance, Domestic Violence</u>	<u>D-4</u>
<u>Violations, Reporting</u>	<u>B-1, B-17</u>
<u>Violence</u>	
<u>Domestic</u>	<u>D-4</u>
<u>Workplace</u>	<u>B-1.53</u>
<u>Voice-mail System</u>	<u>I-3</u>
- W -	
<u>Warrants, Tactical Execution</u>	<u>D-2</u>
<u>Weapons</u>	
<u>Authorized</u>	<u>H-7</u>
<u>Incidents</u>	<u>D-1</u>
<u>Qualifications</u>	<u>C-8</u>
<u>Special, And Tactics (S.W.A.T.)</u>	<u>C-6</u>
<u>Workplace Violence</u>	<u>B-1.53</u>
<u>Worthless Document Investigations</u>	<u>D-13</u>

INDEX

- W- (cont.)

General Order No.

Written Orders A-5

Written Declaration, Trial by E-10

- XYZ -

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-1

SUBJECT: POLICE RESERVE PROGRAM

DATE: March 28, 1998 (Issued)
February 9, 2010 (Last Revision)

I. POLICY

- A. The Department maintains a Police Reserve Program, staffed by qualified persons who volunteer their time and assistance to support and enhance the delivery of police services in the City of Vallejo.
- B. Reserve officers shall meet the selection and training requirements set forth in this order and shall serve, without compensation, at the pleasure of the Chief of Police.

II. ORGANIZATION AND FUNCTION

- A. The Police Reserve Program shall be a function of the Police Reserve Section, supervised by a sworn member who shall serve as the Reserve Coordinator. Duties of the Reserve Coordinator include, but are not limited to, overseeing the screening, selection and training of reserve personnel, ensuring that training mandates for reserve officers are met, accepting and scheduling work assignments, conducting or assisting in investigations of complaints involving Section personnel, and conducting and review disciplinary proceedings regarding reserve officers.
- B. The rank structure of reserve personnel in the Police Reserve Section may vary, based on the number of persons assigned, but normally will include the persons and functions set forth below.
 - 1. Reserve Captain: Maintains liaison with the Reserve Coordinator and provides management oversight for the Section. He or she shall perform duties that include, but are

not necessarily limited to, determining staffing needs for various details, assigning reserve personnel to various posts and duties, investigating allegations of misconduct which are minor in nature and pertain solely to reserve matters, and serving on boards and panels to select reserve personnel.

2. Reserve Lieutenant: Acts in lieu of the Reserve Captain as necessary, maintains Section records, establishes and activates rosters for staffing various details, assigns reserve personnel to various squads, functions and details, oversees training programs, supervises reserve sergeants, and performs such other duties as may be required.
 3. Reserve Sergeant: Ensures that details are filled, oversees the performance of reserve personnel, arranges for call-out of personnel and obtains replacement personnel as needed, provides direction, counseling and correction when necessary, documents superior and deficient performance by subordinates, and performs such other duties as may be required.
 4. Reserve Officer: Performs a variety of police duties, including, but not limited to, traffic control, scene security, patrol, transportation, search and rescue operations, and such other functions as may be assigned by competent authority.
 5. Mounted Reserve Officer: As applicable, performs duties as determined by the Mounted Patrol Program supervisor, subject to the qualifications and restrictions enumerated in any pertinent General Order.
- C. Reserve personnel, regardless of rank, seniority or assignment, shall be subordinate to sworn members of the Department.
- D. Temporary vacancies in the reserve rank structure shall be filled by current ranking reserves. Permanent vacancies shall be filled through a testing process as determined by the Chief of Police and the Reserve Coordinator.

III. QUALIFICATIONS, APPLICATION, SELECTION AND RETENTION

A. Qualifications

Persons who wish to be considered for appointment as reserve officers shall:

General Order J - 1 (Redacted)

1. Be at least eighteen years of age;
2. Be a United States citizen or a permanent resident alien who is eligible for and has applied for citizenship;
3. Have successfully completed a P.O.S.T.-approved Basic Academy and meet P.O.S.T standards for Level One reserves. Level Two and Level Three reserves may be considered upon approval of the Chief of Police;
4. Possess a valid Class C California driver's license;
5. Be of acceptable physical condition and mental and moral character, as determined by medical examination, drug screening, psychological testing, polygraph examination and background investigation;
6. Be available to volunteer a minimum of ten hours per m to Department service;
7. Be available to attend and complete P.O.S.T-mandated Field Training and continuing professional training programs, range qualifications, use of force training and such other training as may be required.

B. Application and Selection

1. The Reserve Coordinator will review submitted applications. Applicants are subject to the same standards as regular members.
2. Applicants must pass both a written examination and an oral board interview to be considered for further processing.
3. The Reserve Coordinator will convene an oral board when staffing needs require such action and a suitable number of acceptable applications have been received. The oral board panel shall consist of, at minimum, the Reserve Coordinator or a designated regular officer, and two Reserve command officers.
4. Applicants must successfully complete a polygraph examination, background investigation, drug screening and medical and psychological examination before they will be considered for appointment.

5. The Reserve Coordinator shall submit his or her recommendations concerning the appointment of reserve personnel to the Chief of Police for approval or disapproval.

C. Retention

1. Allegations of misconduct by reserves shall be investigated in accordance with Department policy. Minor infraction or matters pertaining strictly to Reserve business may, under the direction of the Reserve Coordinator, be investigated by ranking reserve officers and resolved through a hearing process.
2. After appropriate investigation and upon written notice, a reserve may be terminated for violation of any provision of this or any General Order, or any conduct, on- or off-duty, which tends to bring the Department into disrepute.

IV. TRAINING

- A. Newly appointed reserve officers shall complete a Field Training Program before being assigned to any unsupervised detail.
 1. The program will normally be of the same content as that of a regular officer and may likewise be adjusted, based on the trainee's previous experience. A program of lesser duration may be approved in advance by the Reserve Coordinator, but in no case shall be less than the P.O.S.T.-designated minimum.
 2. The Field Training Program shall generally be completed within eighteen (18) months of the reserve's initial appointment, absent permission from the Reserve Coordinator and Field Training Coordinator.
 3. A Training Manual shall be maintained for each trainee throughout the program and shall be completed and signed off in its entirety.
 4. Trainees who successfully complete the program shall be assigned to a Reserve Training Officer for additional hours of instruction. The training shall be completed in a timely manner and shall concentrate on those duties most often performed by reserve officers working alone.

- B. Following the Field Training Program, reserve officers shall remain in compliance with continuing training programs and the requirements set forth by the California Commission on Peace Officer Standards and Training (P.O.S.T.).
- C. Reserve officers shall attend and successfully complete Department force training, firearms qualifications and such other training as may be required. Failure to comply shall result in suspension or termination.

V. GENERAL RESPONSIBILITIES

- A. Reserve officers are considered to be on duty only while on assignments designated by the Department, or when reasonably required to take emergency law enforcement action within the City of Vallejo, pending the arrival of members, to prevent loss of life, injury or significant loss or damage to property.
- B. While on duty, reserve officers shall comply with all Department General Orders and rules.
- C. Reserve officers shall be deployed in the following manner absent specific instruction to the contrary from competent authority.
 - 1. Level I reserve officers, as defined by pertinent California Penal Code Sections, may be used as:
 - a. Single-officer reserve units;
 - b. The second officer in a beat or tactical unit;
 - c. Two-officer reserve units;
 - d. Crowd and traffic control officers at special events.

A field unit consisting solely of reservists shall not be dispatched as the primary unit responsible for investigating a felony crime, absent specific authorization by the Watch Commander or a designee.
 - 2. Level II reserve officers (as defined by California Penal Code Section 832.6(a) (2)) may be assigned only as a second officer in a beat or tactical unit under the immediate supervision of a regular member, or, without immediate supervision, to those limited duties authorized for Level III reserve officers.
- D. Reserve officers are subject to the provisions of the Department General Order governing "Uniform, Equipment and Appearance Standards". Provided, however, that reserve officer badges or badge insignias shall be silver and badge numbers shall be four

digits, with number 16 as the first two digits. Rank insignia shall be silver in color and worn only on the collar, during specific ceremonies or events as approved by the Chief of Police or designee. Rank insignia shall not be worn during routine enforcement details.

- E. Reserve officers are responsible for acquiring and properly maintaining that required equipment not provided by the Department.
- F. Absent permission from the Reserve Coordinator, reserve officers are required to donate a minimum of ten (10) hours duty each month, in addition to quarterly range qualifications, force training and any other mandated training. Of these ten hours per month, at least ten hours every two months shall be as a ride-along. Ranking reserve personnel are exempt from these requirements so long as they properly discharge their staff or administrative duties.

Level I reserves who have completed the P.O.S.T. Regular Basic Academy and who wish to maintain qualifying service must serve an average monthly minimum of sixteen (16) hours. Qualifying service prevents a break in service for purposes of the P.O.S.T. three-year re-qualification requirement.

- G. Any reserve officer who is unable to participate in or complete a detail to which he or she has previously been assigned shall promptly notify the appropriate reserve or member supervisor.
- H. Reserve personnel shall regularly review and purge their e-mail, voice mail and mail boxes.
- I. Reserve officers may apply for a permit to carry a concealed weapon upon successful completion of the Field Training Program and at least one year of satisfactory service. Renewal of a permit shall depend on continued satisfactory performance and shall be in accordance with applicable statutes and Department policies.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-2

SUBJECT: HONOR GUARD

DATE: October 24, 1995 (Issued)
August 25, 2003 (Last Revision)

I. POLICY

- A. The Honor Guard serves to provide formal, official representation of the Department at funerals, memorial services and such public or private events as may be approved by the Chief of Police.
- B. The Honor Guard is a collateral activity. It consists of a lieutenant in charge (the Honor Guard Commander) and such other members as may be designated and approved by the Chief of Police.
- C. Members not assigned to the Honor Guard who wish to attend a funeral, memorial service or similar event in uniform must receive prior approval from the Chief of Police or the Honor Guard Commander. Such members shall meet the same standards uniform and decorum as Honor Guard members, except that they will not wear the ascot, trouser stripe and aglet cords indicative of Honor Guard membership.

II. PROCEDURES

- A. Selection and Retention
 - 1. Members interested in volunteering for the Honor Guard may submit a memo to the Honor Guard Commander, via the chain of command.
 - 2. A selection committee, comprised of the Honor Guard Commander or a designee, a ranking Honor Guard member and a current Honor Guard member, shall meet as needed to interview applicants for vacancies in the unit. The

committee shall submit its recommendations to the Chief of Police for approval.

3. Honor Guard participants shall, at all times while on duty, serve as models of appearance, decorum and professionalism. A member who fails to maintain Honor Guard standards, as determined by the Honor Guard Commander, shall be removed from the unit. A member who has two or more unexcused absences from Honor Guard meetings may be removed from the unit at the discretion of the Honor Guard Commander.

B. Compensation

1. Members participating in Honor Guard activities during off-duty hours or hours beyond their regularly scheduled shifts will not normally receive compensation.
2. Honor Guard members whose regular shift falls on the day of a funeral or other event may be authorized by the Honor Guard Commander to participate in lieu of their regular assignment.
3. The City is responsible for the cost of meals and incidental expenses, as determined by the Honor Guard Commander, incurred by on-duty or off-duty Honor Guard members while participating in an authorized event.

C. Conditions of Response

1. Honor Guard attendance at events will be limited to the area within a two-hour drive of the Vallejo Police Department, unless otherwise authorized by the Chief of Police.
2. The Honor Guard Commander or a designee is responsible for arranging Honor Guard participation at funerals or events.
3. Honor Guard members shall maintain a Class A uniform, as defined by Department General Order. The uniform shall be in like-new condition, clean and pressed, augmented with ascots, trouser stripes and aglet cords gold in color for the rank of lieutenant and above, white for the rank of sergeant and below, and white gloves.

General Order J - 2 (Redacted)

Leather gear shall be black basket-weave with brass buckle and snaps for the rank of lieutenant and above, silver buckle and snaps for the rank of sergeant and below. Shoes shall be plain-toe leather dress shoes.

Badges, metalwork and leather worn by Honor Guard members shall be well maintained and highly polished, in like-new condition. No equipment other than a duty belt with holster and duty weapon will be worn.

Honor Guard members from the Traffic Division and Mounted Patrol shall be permitted such uniform variances as may be required by their assignment, with the approval of the Honor Guard Commander.

4. The Honor Guard Commander, or a designee, shall inspect all uniformed members attending a funeral or event, prior to departure. Members who fail to meet Honor Guard standards shall not attend in uniform.

Members authorized to attend an out-of-town funeral or event in uniform are responsible for making work schedule and transportation arrangements.

General Order J – 3R (Redacted)

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-3

SUBJECT: MOUNTED PATROL PROGRAM (MPP)

DATE: January 19, 2002 (Issued)
February 9, 2010 (Last Revision)

GENERAL ORDER J-3R "MOUNTED PATROL PROGRAM" IS SUSPENDED

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-4

SUBJECT: VALLEJO COMMUNITY OUTREACH PROGRAM
(V.C.O.P.)

DATE: November 25, 1997 (Issued)
January 24, 2005 (Last Revision)

I. POLICY

- A. The Vallejo Police Department utilizes the Vallejo Community Outreach Program (VCOP) to provide limited emergency assistance, promote goodwill and encourage positive interaction between the Department and the community.
- B. The VCOP program is intended for use only in those immediate, temporary circumstances where conventional resources are unavailable or for which no resources exist. It is intended neither as a supplement to assistance programs already in place, nor to substitute for personal responsibility.
- C. Members shall generally provide individuals with purchased goods or services in lieu of cash.
- D. The VCOP program is generally intended for the benefit of Vallejo residents. Exceptions require the approval of the Watch Commander.
- E. Under no circumstances shall VCOP funding be used in lieu of a lawful arrest.
- F. Homeless persons meeting the criteria for detention in accordance with 5150 W&I shall be referred to Solano County Mental Health. Members shall not use VCOP funds to house such persons.

II. DEFINITION

Vallejo Community Outreach Program (VCOP) is a non-profit organization, funded by tax-deductible personnel payroll deductions and citizen

contributions, which provides one-time, emergency assistance to persons coming to the attention of Department personnel.

III. PROCEDURE

- A. The Watch Commander and patrol sergeants have access to the VCOP credit card and cash reserve, maintained in the Watch Commander's office. The VCOP cash reserve may be used when a credit card would not be acceptable.
- B. Members may access VCOP funds when:
 - a. Appropriate service agencies have been contacted and are unavailable or unable to provide assistance, and
 - b. An emergency need exists for food, shelter, or other assistance, or
 - c. As approved by the Watch Commander.
- C. Members shall document VCOP expenditures by obtaining receipts for all transactions and either,
 - 1) Noting the case number on the receipts, in those cases where a crime report was written, or,
 - 2) Completing a Field Interrogation (F.I.) and obtaining an F.I. number.
- D. Members shall identify the recipient, the reason for the use of VCOP, and the action taken or purchase made.
- E. Members shall turn in receipts, attached to an F.I. or with the VPD case number noted, to the VCOP file in the Watch Commander's office.
- F. A VCOP board member shall periodically log VCOP receipts and log and route VCOP F.I.'s.
- G. The VCOP bank account may be accessed only by designated VCOP board members.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-5

SUBJECT: CHAPLAIN PROGRAM

DATE: June 20, 1994 (Issued)
February 22, 2010 (Last Revision)

I. POLICY

- A. The Chaplain Program serves to minister, as appropriate, to the needs of Department personnel and the community.
- B. Appointment of members of the clergy and qualified laypersons to serve in the program shall be made solely at the discretion of the Chief of Police or a designee.

II. DEFINITION

- A. *Police chaplains* shall be ordained members of the clergy and licensed by a recognized religious body.
- B. *Community chaplains* shall be ordained clergy or community leaders who are either licensed or endorsed by a recognized religious body.
- C. *Chaplain assistants* shall be persons who are endorsed by a police or community chaplain and have sufficient training in selling techniques to enable them to assist police and community chaplains in the performance of their duties.

III. PROCEDURE

- A. The commander of the Professional Standards Division shall provide general oversight and management support for the Chaplain Program. Day-to-day coordination of activities shall be accomplished by the Individual designated as the senior police chaplain.
- B. The program shall be staffed by police chaplains, comm chaplains and chaplain assistants. The number of persons assigned to each position will be determined by the Chief of Police or a designee.

General Order J - 5 (Redacted)

C. Police chaplains, community chaplains and chaplain assistants shall:

1. Have sufficient experience in pastoral and parish work to enable them to address the spiritual, psychological and emotional needs of Department personnel and members of the community.
2. Comply with relevant Department rules and policies and participate in pertinent Departmental training.
3. Be reasonably available to respond to calls throughout the community and to accompany members on patrol.

D. Police Chaplains

1. Community Response

Police chaplains may minister to the community in incidents including, but not limited to, attempted or actual homicides or suicides, hostage situations, chronic or significant domestic disturbances, vehicle collisions resulting in death or serious injuries, death notifications, uncontrollable or missing juveniles, disaster response, or, under the direction of the investigating member, incidents involving hostility toward the police or other government agents. They are expected to establish and maintain effective liaison with relevant community organizations.

2. Department Response

Police chaplains may be called upon to make hospital or home visits to ill or injured Department personnel, provide support to family members in the event of a member or employee death, minister to personnel who have been involved in critical incidents, and counsel personnel who may request the service or be referred by a supervisor. They are expected to establish relationships within the Department which assist them in monitoring the well-being and recognizing the needs of members and employees.

E. Community Chaplains

Community chaplains may be called upon to provide assistance to victims and witnesses involved in critical incidents and to provide follow-up counseling and group debriefings in appropriate cases. They are expected to assist in the development of effective and

positive relationships between the Department and the Illejo community.

F. Chaplain Assistants

Chaplain assistants are expected to support police and community chaplains in the performance of their duties. Prospective police chaplains may serve as chaplain assistants until train requirements have been satisfied.

G. Call-out

A police chaplain, a community chaplain and an assistant chaplain shall comprise a chaplain team. Teams shall be on call from 0800 on Monday to 0800 on the following Monday and shall be available to the Communications Section by pager or telephone.

1. Team members are expected to be available for assignment at all times during their on-call week.
2. The on-call police chaplain may be notified of pertinent incidents by the Watch Commander or Communications Section personnel. The police chaplain is responsible for notifying the remaining team members.
3. Absent a specific request by Department personnel, chaplain teams may respond to incidents at their own discretion.
4. Depending on workload and with a supervisor's approval, Department members may stand by to await the arrival or ensure the safety of chaplains.
5. Chaplains take direction from, and are at all times subordinate to, the member in charge at any incident.
6. The police chaplain of an on-call team may elect to ride along during the on-call period.

H. Each police, community and assistant chaplain shall ensure that a current, signed ride-along form is maintained in his or her personnel folder.

I. Department identification cards shall be issued to all police, community and assistant chaplains. Cards shall be surrendered upon resignation or dismissal from the program.

J. The Department may elect to supply identifying apparel to Chaplain Program participants.

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J-6

SUBJECT: RIDE-ALONG PROGRAM

DATE: July 2, 1984 (Issued)
July 12, 2007 (Last Revision)

I. POLICY

- A. The Department maintains a ride-along program to acquaint approved individuals with Department field operations. Ride-alongs accompany and observe personnel during the performance of their duties.
- B. Peace officers from other agencies may participate in the Department ride-along program upon written authorization from their department. Officer ride-alongs shall be instructed to act as observers only, absent emergency circumstances.
- C. Off-duty Department personnel may participate in ride-along programs with other agencies upon approval of the Vallejo Police Department Watch Commander.
- D. Media ride-alongs shall be conducted in accordance with this order.

II. DEFINITIONS

- A. *Ride-alongs* are all persons, other than Department reserves, dispatchers or cadets, or sworn officers of other law enforcement agencies on official business, who accompany Department members or employees during their duty assignments.
- B. For the purpose of this order, a *host* is a Department member or employee to whom a ride-along is assigned during a tour of duty.

III. PROCEDURES

- A. The ride-along program is intended to be instructive and public relations-oriented. A Watch Commander or other competent authority shall approve host personnel and screen participants.

- B. Individuals expressing an interest in the ride-along program shall be referred to the Watch Commander of the shift on which they wish to participate.
 - 1. The Watch Commander shall schedule an appropriate member or employee to host the approved ride-along applicant.
 - 2. Ride-along applicants must sign a Waiver of Liability form before participating in the program. The host member or employee shall complete the form and have it signed before the ride-along tour begins.
 - 3. The host member or employee shall submit the signed waiver form, together with other authorization documents, if applicable, to the Professional Standards Division, via the Duty Status mailbox.

- C. Host personnel are responsible for the orientation and safety of ride-alongs assigned to them.
 - 1. Information shall be provided regarding routine tasks assignments handled by Department personnel.
 - 2. Ride-alongs shall be specifically informed regarding safety precautions to be taken at the scene of incidents.
 - a. In hazardous situations, the host member or employee may direct a ride-along to stay with the police vehicle or may temporarily leave the ride-along at a location of safety before responding to the incident.
 - b. Ride-alongs shall be instructed in the emergency use of pertinent police equipment.

- D. Media Ride-alongs
 - 1. Media participating in ride-alongs shall obtain prior authorization from the Department's Public Information Officer. All media personnel are required to sign "Liability Waiver and Release" and "Media Ride-alongs" forms.
 - 2. Absent prior arrangement, members accompanied by media ride-alongs shall conduct only their normal law enforcement duties.
 - 3. Members shall not permit media to disrupt the normal course of their law enforcement duties, and shall, should such disruption occur, immediately terminate the ride-along.

4. Members shall not provide special treatment or permit media access which exceeds that granted the general public during the course of a ride-along. Absent pertinent third-party authorization, media are prohibited from accompanying members into areas which are not accessible to the general public; specifically, areas wherein members gain access due to their authority as peace officers. Such areas include, but are not limited to, residences, private property, vehicles, or any other area where a reasonable expectation of privacy exists.
5. Third-party authorization is an agreement solely between that party and the media. Members shall not solicit or obtain third-party authorization on behalf of the media.

VALLEJO POLICE DEPARTMENT

LIABILITY WAIVER AND RELEASE



For and in consideration of permitting:

Name: _____

Address: _____

Telephone Number: _____

Emergency Contact: _____

to "ride along" with members of the Vallejo Police Department including, but not limited to, transportation in marked or unmarked police vehicles and being present at police activities in public, on Department property and on private property involving potentially dangerous interactions with violent subjects.

The undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage, theft of property or wrongful death occurring to him/herself arising as a result of participation in the "ride-along," or any activities incidental thereto, whenever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, which may arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she and his/her heirs, executors, administrators and assigns prosecute or present any claim for personal injury, property damage, theft of property, or wrongful death against the City of Vallejo or any of the City's officers, employees, agents or volunteers for any of said causes of action, whether the same shall arise by negligence or otherwise.

IT IS THE INTENTION OF THE UNDERSIGNED, BY EXECUTING THIS AGREEMENT, TO EXEMPT AND RELIEVE THE CITY OF VALLEJO FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, THEFT OF PROPERTY, OR WRONGFUL DEATH DUE TO NEGLIGENCE OR ANY OTHER REASON.

The undersigned acknowledges that he/she has read the _____ has been fully and completely advised of the potential hazards related directly or incidentally to participation in a police "ride-along," and is fully aware of the legal consequences of signing this document.

Signed: _____

Date Signed: _____

Parent/Guardian Acknowledgment and Approval:

The undersigned acknowledges that he/she has read the _____ has been fully and completely advised of the potential hazards related directly or incidentally to participation in a police "ride-along," and is fully aware of the legal consequences of signing this document.

Having these consequences in mind, I approve and agree to _____'s participation in a police "ride-along."

Signed: _____ Printed Name: _____

Relationship: _____ Address: _____

Telephone Number: _____ Date Signed: _____

Officer: _____ Watch Commander: _____

Route to: Professional Standards



Vallejo Police Department MEDIA RIDE-ALONGS

In order to curtail liability, Vallejo Police Department officers are responsible for ensuring that media personnel participating in ride-alongs abide by the following guidelines:

1. Absent pertinent third-party authorization, media personnel are prohibited from accompanying officers into areas which are not accessible to the general public; specifically, areas wherein a reasonable expectation of privacy exists and to which officers are permitted access by virtue of their lawful authority. Such areas include, but are not limited to, residences, private property, vehicles, or any other area wherein a reasonable expectation of privacy exists.
2. Any third-party authorization is solely an agreement between that party and the media. Vallejo Police Department personnel are prohibited from obtaining such authorization of behalf of the media.
3. Absent prior arrangement, officers will perform only tasks directly related to their normal law enforcement duties. Officers will not grant special treatment or access which exceeds that to which the general public is entitled during the course of a ride-along.
4. Officers will not permit media to disrupt the normal course of their law enforcement duties, and will terminate the ride-along immediately should such disruption occur.
5. Media personnel participating in ride-alongs are required to obtain prior consent from the Vallejo Police Department's Public Information Officer. All media must sign a ride-along "Liability Waiver and Release" and a "Media Ride-alongs" form.

THE VALLEJO POLICE DEPARTMENT DOES NOT PERMIT MEDIA TO ACCOMPANY OFFICERS INTO ANY AREA NOT ACCESSIBLE TO THE PUBLIC, ABSENT PERMISSION FROM INDIVIDUALS WITH STANDING TO GIVE CONSENT THEREIN.

THERE ARE NO EXCEPTIONS.

I have read and agree to comply with the guidelines herein.

Signature _____ **Print Name** _____

Company	Telephone	Date
_____	_____	_____

Route to: Professional Standards

VALLEJO POLICE DEPARTMENT

GENERAL ORDER: J - 7

SUBJECT: VOLUNTEER PROGRAM

DATE: September 24, 2007 (Issued)

I. POLICY

- A. The Department utilizes qualified volunteers for specific assignments and acknowledges the contributions of its volunteers as a significant asset. Volunteer services are intended to enhance efficiency and improve service to the community by supplementing and supporting, rather than replacing, Department personnel.
- B. Recruitment and selection processes for volunteers shall be consistent with City of Vallejo policies concerning equal opportunity, non-discriminatory employment. The primary qualifications for participation shall be an interest in law enforcement and an ability to assist the Department in serving the public.
- C. While on Department property or engaged in Department business, volunteers are subject to the policies, procedures, orders and directives issued by the Department.
- D. Volunteer positions are not subject to due process considerations and volunteers have no property interest in their continued retention.

II. DEFINITION

Volunteer: for purposes of this order, is defined as an individual who performs service for the Department without promise, expectation, or receipt of compensation for services rendered. This includes, but is not limited to, chaplains, Citizens on Patrol, persons providing administrative or clerical support, and youth in the Department Explorer Post.

III. PROCEDURES

A. Administration

The Volunteer Program is generally administered by a Volunteer Coordinator, assigned to the Professional Standards Division.

1. The Volunteer Coordinator, or a designee, is responsible for:
 - a. Recruiting, selecting, screening and assigning qualified volunteers,
 - b. Maintaining volunteer records,
 - c. Maintaining and distributing the Volunteer Handbook,
 - d. Conducting or arranging, and documenting, volunteer training, including the Citizen's Academy,
 - e. Documenting volunteer schedules and hours contributed,
 - f. Reviewing volunteer assignments annually to ensure accurate reflection of the volunteer's responsibilities.
 - g. Planning and coordinating periodic recognition events,
 - h. Investigating allegations of wrong-doing, in accordance with General Order B-17, "Citizen Complaint Procedures, Internal Affairs Unit" and terminating volunteers as warranted.
2. Requests for volunteer assistance shall be routed to the Volunteer Coordinator via the chain of command.

B. Screening

1. Prospective volunteers shall complete an application form.
2. The Volunteer Coordinator, or a designee, shall conduct a personal interview to determine the applicant's initial suitability. Suitable applicants shall complete a background packet.

General Order J-7 (Redacted)

3. A background investigation shall be completed on those applicants found suitable and shall include, but not be limited to, the following:
 - a. Criminal and traffic (as applicable) records
 - b. Employment history
 - c. Personal references
- C. Selection and Placement
1. The Volunteer Coordinator, or a designee, shall notify, in writing, all volunteer applicants of their selection status.
 2. New volunteers shall receive a copy of the Volunteer Handbook, outlining expectations, policies, and responsibilities for all volunteers.
 3. All volunteers shall be required to sign a Volunteer Agreement, a copy of the City of Vallejo's sexual harassment policy and such confidentiality agreements as may be appropriate.
 4. Volunteers shall be placed in those assignments or programs which are most consistent with their interests, skills and abilities, and with the needs of the Department.
- D. Volunteer Positions
1. Volunteers shall be provided with comprehensive written descriptions of their assignment and responsibilities.
 2. Volunteers shall be utilized only in accordance with this description.
- E. Training
1. Volunteers shall be provided with an orientation to acquaint them with the Department and those personnel, policies, and procedures which impact their assignment. Volunteers shall be instructed in accessing Department General Orders.
 2. Volunteers shall receive specific training which provides knowledge and skills adequate to complete assigned tasks.

General Order J-7 (Redacted)

3. Volunteers shall receive periodic in-service training as deemed appropriate by their supervisor or the Volunteer Coordinator.
4. Training shall emphasize that volunteers may not represent themselves as, or infer that they are, members or paid employees of the Department.

F. Fitness for Duty

1. No volunteer shall report to or remain on assignment when impaired by illness, injury, alcohol, medication or other substances.
2. Volunteers shall immediately report to the Volunteer Coordinator any change in their status which might affect their ability to fulfill their assignment. This includes, but is not limited to:
 - a. Driving status
 - b. Medical condition
 - c. Arrests
 - d. Criminal investigations

G. Dress Code

1. Volunteers shall conform to Department dress standards consistent with their assignment.
2. Uniforms authorized for volunteers shall be consistent with the requirements of General Order H-8 "Uniforms, Equipment and Appearance Standards" and shall be readily distinguishable from those worn by Department personnel.
3. No volunteer shall wear a uniform or identifiable part of that uniform except while on Department business.
4. Volunteers shall surrender issued uniform or equipment items upon termination of service.

General Order J-7 (Redacted)

H. Confidentiality

1. Upon receipt of required security clearance(s), and signature of a nondisclosure agreement, volunteers may be granted access to confidential information as appropriate.
2. Inappropriate disclosure of confidential information, by any means, shall be grounds for immediate dismissal from the Volunteer Program and subject to criminal prosecution.
3. Volunteers shall not act as Department representatives, nor shall they release or divulge any information concerning the activities of the Department, absent specific permission from the pertinent Bureau or Division Commander.

I. Property and Equipment

1. While on assignment, volunteers shall at all times display or have in their possession, as appropriate, the issued identification card.
2. Equipment issued by the Department remains the property of the Department, for official and authorized use only.

J. Discipline and Termination

1. Allegations of wrongdoing against volunteers shall be investigated in accordance with General Order B-17, "Citizen Complaint Procedures, Internal Affairs Unit".
2. Volunteers may be reassigned or dismissed from the program at the sole discretion of the Volunteer Coordinator, with the concurrence of the Professional Standards Division Commander.

K. Evaluation

1. The Professional Standards Division Commander or a designee shall conduct an annual review and evaluation of the Volunteer Program.
2. The Volunteer Coordinator shall conduct annual reviews with each volunteer to monitor the optimum use of volunteer resources and to ensure volunteer satisfaction.

General Fund
Police Department
 FY 11-12 Recommended Budget

	Actual FY 09-10	Projected FY 10-11	Requested FY 11-12	Recommended FY 11-12	Projected vs. Recommended
General Fund Expenditures					
Salaries and benefits	\$25,722,137	\$28,530,530	\$28,499,720	\$27,594,090	(\$936,440)
Services and supplies	2,693,813	2,850,269	3,175,559	3,175,559	325,290
Interfund allocations	(934,211)	(1,046,741)	(471,095)	(471,095)	575,646
Net Expenditures	27,481,739	30,334,058	31,204,184	30,298,554	(35,504)
Program Revenues	3,244,896	2,869,095	3,254,684	2,882,400	13,305
Net Program Budget	\$24,236,843	\$27,464,963	\$27,949,500	\$27,416,154	(\$48,809)

Authorized Positions

	Amended FY 09-10	Amended FY 10-11	Requested FY 11-12	Recommended FY 11-12	% change vs. FY 03-04
Sworn personnel	104.00	90.00	93.00	90.00	-42%
Non-sworn personnel	33.00	31.00	37.00	31.00	-58%
	137.00	121.00	130.00	121.00	-47%

POLICE DEPARTMENT
FY 11-12 BUDGET

SALARY AND BENEFIT CHANGES

The difference between FY 2010-11 Projected and FY 2011-12 Recommended salaries and benefits line consists of an estimated 1.3% cost of living adjustment to the salaries as provided in the VPOA Memorandum of Understanding. However, prepayment of pension costs was reduced compared to FY 10-11.

SERVICES AND SUPPLIES

In FY 2011-12 as compared to FY 2010-11, staff proposes the following additions: \$30,000 to the booking fees line item, due to an almost 50% increase in county booking costs, and a \$40,000 increase to the department's P.O.S.T. reimbursable training account in order to maintain required skill levels and to maintain the department's accreditation through the Commission on P.O.S.T. This increase would be offset by an increase in P.O.S.T. reimbursable revenue, which is currently set at a 100% reimbursement level.

The estimated vehicle maintenance costs increase by \$140,000 compare to fiscal year 2010-11. This primarily is a result of increased fuel costs, which public work department projects to be at \$4.50 per gallon.

In FY 2010-11 staff managed to reduce service requests to the San Mateo Crime Lab for crime scene analysis and lab services. As a result, the City currently has unused service credit and saved more than \$115,000 in fiscal 2011-2012. Staff thinks that the City still needs to maintain a minimum of \$165,000 for professional services specifically for services provided by the lab as we near the exhaustion of inclusive service hours for FY 11-12.

In an agreement with the Solano County District Attorney's Office, staff identified several vehicles stored as evidence that could be released, thus reducing overall vehicle evidence storage costs. This resulted in a significant reduction of evidence towing and storage fees, with an estimated savings of approximately \$20,000 in this fiscal year.

The department also saw a reduction in FY 10-11 in the CAD Maintenance agreement with Motorola Inc. as a result of technical problems with the NET/RMS CAD system. Motorola is working with the department to correct these problems, but has agreed to not require the City to pay maintenance costs relative to the problem until the issue is identified and resolved. Staff expects to maintain the service relationship with Motorola in FY 10-11 and estimate that \$176,000 is still needed for quarterly maintenance fees in FY 11-12.

REQUESTED BUT UNFUNDED BUDGET ADDITIONS

Any reasonable measure of staffing levels for the Police Department indicates that the City of Vallejo department is severely understaffed. However, resources are not available to make a dent in this problem at this time. We have requested supplemental staffing in three areas.

- To leverage City resources by using local matching funds to add three officers using available ARRA grant funds with an average annual cost of \$266,000 through FY 2013-14. With 93 sworn officers, the Department will be eligible to receive approximately

POLICE DEPARTMENT

FY 11-12 BUDGET

\$373,000 in "carry-forward" funding accrued from prior staffing reductions that must be spent by the end of the grant period. Therefore, total City costs for three additional officers spread over three years will be \$798,000. These additional officers will be assigned to enforcement of quality of life statutes to control prostitution and street-level drug dealing. Once grant funding runs out the annual cost of these officers will be approximately \$639,000. The City is required to retain these grant funded employees for three years following the end of the grant period.

- Funding for two Communications Operators and one Communications Supervisor to maintain Communications Center staffing with a minimum of three dispatchers on all shifts. FY 2011-12 costs will be \$167,000 for six months. Increasing staffing in the Communications Center will address operational problems caused by chronic vacancies and situations where even brief absences compromise Department's ability to handle multiple complex calls. This staffing would improve employee safety and service to the public. Ongoing funding for these positions would require \$334,000 per year.
- Funding for three Police Clerks to keep the Police Station open to the public five days per week at a cost of \$121,000 for six months. Ongoing costs for this program would total \$242,000 per year.

Communications Supervisor, Communications Operators and Police Clerks funding is for six months only due to anticipated recruiting and hiring delays.

General Fund
Police Department
 By Division
 FY 11-12 Recommended Budget

	Actual FY 09-10	Projected FY 10-11	Requested FY 11-12	Recommended FY 11-12
General Fund Expenditures				
Salaries and Benefits	\$25,722,137	\$28,530,530	\$28,499,720	\$27,594,090
Interfund allocations	(801,055)	(1,046,741)	(471,095)	(471,095)
Net, Salaries and Benefits	<u>24,921,082</u>	<u>27,483,789</u>	<u>28,028,625</u>	<u>27,122,995</u>
Administration				
Services and supplies	1,013,219	892,736	915,800	915,800
Interfund allocations	(133,156)		-	
Total, Administration	<u>880,063</u>	<u>892,736</u>	<u>915,800</u>	<u>915,800</u>
Operations				
Services and supplies	155,429	121,200	152,200	152,200
Vehicle maintenance & replacement	1,126,665	1,418,967	1,556,203	1,556,203
Total, Operations	<u>1,282,094</u>	<u>1,540,167</u>	<u>1,708,403</u>	<u>1,708,403</u>
Investigation				
Services and supplies	370,330	331,533	435,000	435,000
Total, Investigation	<u>370,330</u>	<u>331,533</u>	<u>435,000</u>	<u>435,000</u>
Nondepartmental				
Services and supplies	28,170	85,833	116,356	116,356
Net Expenditures	<u><u>\$ 27,481,739</u></u>	<u><u>\$ 30,334,058</u></u>	<u><u>\$ 31,204,184</u></u>	<u><u>\$ 30,298,554</u></u>

POLICE DEPARTMENT

FY 11-12 BUDGET

SERVICES PROVIDED

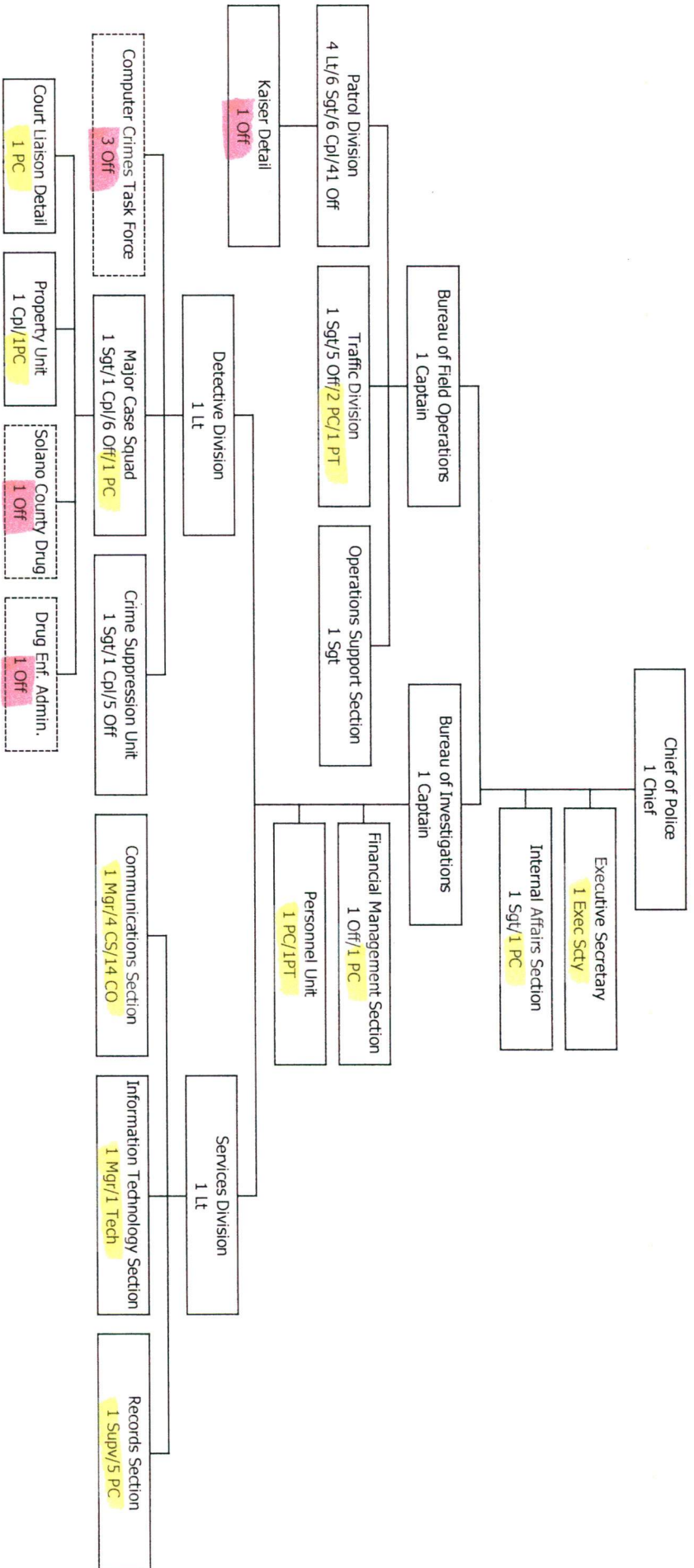
The Police Department consists of the following organizational units: Chief of Police, Bureau of Field Operations, Bureau of Investigations and Professional Standards Division.

- The Chief of Police provides for the overall management of Police Department activities.
- The Bureau of Field Operations is responsible for the day-to-day management of the Patrol and Traffic Divisions and the Communications Section. The Patrol Division responds to urgent citizen calls for service, enforces laws and regulations and maintains field police presence. The Traffic Division is responsible for citywide enforcement activities, responds to and investigates vehicle collisions, conducts follow-up investigations of vehicle collisions and traffic arrests made by patrol officers. In addition, the division monitors traffic-related grants, staffs special events and enforces parking laws and regulations. The Communications Section is responsible for receipt and dispatch of approximately 72,000 emergency (9-1-1) calls annually.
- The Bureau of Investigations is responsible for overall management of Bureau activities including fiscal and budget, criminal investigation, property control, records and technical services. The Detective Division handles all investigations involving violent criminal activity and, to the extent possible, serious property crime. The Property Section maintains legal "chain of custody" for all evidence used in criminal prosecutions and controls and accounts for all Police Department property. The Records Section processes all police reports and provides telephone and walk-in customer service. The Technical Services Section monitors all Police Department information systems, including access to confidential Department of Justice Automated Systems, and maintains all fixed and mobile data processing equipment and mobile terminals.
- The Professional Standards Division is responsible for receipt and investigation of all citizen complaints, development and monitoring of Police Department training programs, management of the Police Cadet Program, and supervision of all Police Department volunteers.

PURPOSE OF DEPARTMENT SERVICES

The Police Department's primary goals are to prevent crime, respond to and investigate violent criminal activity, traffic collisions and other emergency situations, apprehend violators and assist in the prosecution of persons charged with violating local, state and federal laws.

VALLEJO POLICE DEPARTMENT ORGANIZATION
EFFECTIVE 19 MAR 12 - 93 SWORN POSITIONS



PC - Police Clerk
PT - Part Time
CS - Communications Supervisor
CO - Communications Operator

Non-Sworn
Grant/Special Funded

VALLEJO POLICE DEPARTMENT STAFFING 2012

The following is based on the staffing schedule that was issued on 04/10/12 that has a total of:
91 Sworn Officers and **31 Non- Sworn Civilian Personnel**:

PATROL:

4 - Lieutenants
6 - Sergeants
8 - Corporals
38 - Officers (1 is Kaiser Special Detail)
56 – TOTAL in Patrol

TRAFFIC:

1 – Sergeant
5 – Officers
6 – TOTAL in Traffic

INVESTIGATIONS: By Rank

1 – Lieutenant
2 – Sergeants
1 – Corporal
17 – Officers
21 – TOTAL in Investigations

INVESTIGATIONS: By Assignment

1 – Division Head (Lt)
8 – Major Crimes Division
7 – CSU
5 – Special Units (DEA Narcotics; Solnet; NC3TF
GRANT FUNDED POSITIONS)

ADMINISTRATION / MANAGEMENT SUPPORT:

1 – Chief
1 – Captain
1 – Lieutenant
3 – Sergeants (Administrative, Internal Affairs, Training)
1 – Corporal (Evidence)
1 – Officer (Financial Management)
8 – TOTAL in Administration / Management Support

The following represents Non-Sworn/Civilian Staffing which as of 04/10/12 **totals 31**:

POLICE CLERKS:

1 – Supervisor
5 – Records
2 - Traffic Enforcement
1 - Personnel
1 - Internal Affairs
1 - Finance & Planning
1 – Investigations
1 - Court Liaison
1 - Evidence

DISPATCH:

1 - Manager
13 - Communications Operators

TECHNICAL SERVICES:

1 - IT Manager
1 - IS Tech

CHIEF'S OFFICE:

1 - Executive Secretary

Commander
CAPTAIN L. LEE

Bureau of Field Operations
PATROL SCHEDULE – 2012

4 - 10 SCHEDULE

TRAFFIC

Lt. 2130-0730 Monday - Thursday

Lt. A. Tenorio 0700-1700 Monday-Thursday

Lt. J. Salinas 1630-0230 Monday - Thursday

Sgt Gordon 0800-1800 Tuesday-Friday

451
456 T-23
T-31
TRAFFIC – VETO HEARINGS

SQUAD ONE
2130-0730 Monday – Thursday

SQUAD TWO
0700-1700 Monday – Thursday

SQUAD THREE
1400-2400 Monday – Thursday

Cpl. 0700-1700 Mon-Thur

T-31
TRAFFIC – IRVINE PARKING
CITATION HEARINGS

SGT. HAMRICK 530

SGT. H. ROBINSON 331

SGT. SCHROEDER 429

0700-1700 Sun-Wed
Acfalle, D 537 T-36

Nichelini, M

Cpl. R. Wanzle 558
Braxton, R. 475
Kerr, R 596
Lofas, J 411
Quesada, R 504
Wardlow, R 510
McCarthy, Joe -PROB 627

Cpl. J. Garcia 445
Caragan, A 518
Coburn, J 577
Lawrence, A – PROB 626
Meredith, M 430
Munoz, J - PROB 623
Pedretti, M 412
Wilcox, D 428

Cpl. R. Botello 486
Cpl. B. Herridon 433
Ehman, J 500
Hernandez, F 584
Koutnik, M 437
Messina, P – K9 564
Poyser, T 522
Melville, J 628

0700-1700 Mon-Thur
Bower, S 552 T-34
0700-1700 Tue-Fri
Nichelini, M 606 T-35

TRAFFIC – IRVINE PARKING
CITATION HEARINGS
Coffman, M
POLICE CLERKS Mon-Thur
Burger, Ryan 2094
Miramontes, JayLynn 2095

3 – 12 SCHEDULE

Lt. K. Park 1900-0730 Friday – Sunday 536

Lt. L. Horton 0700-1930 Friday – Sunday 543

SQUAD FOUR
1900-0730 Friday – Sunday

SQUAD FIVE
0700-1930 Friday – Sunday

SQUAD SIX
1430-0300 Friday, - Sunday

TRAINING/ RESERVES

KAISER DETAIL

SGT. W. CLARK 436

SGT. K. Bartlett 479

SGT. J. Whitney 554

0700-1700 Mon-Thur
Sgt. Bassett 485

0700-1700 Fowler, S 619 S-M-T

Cpl. T. Postolaki 559
Bauer, J 591
Boyce, W 589
Huff, J 586
Joseph, D 585
Kenney, S – PROB 620
Sheridan, M – PROB 622
Thompson, M – K9 621

Cpl. S. Eng 462
Cpl. B. Estudillo 415
Abney, S 567
Agustin, T 592
Bautista, J 560
Darden, S 529
Kent, S 447
Scott, J 602
PROB - TBD

Cpl. R. Harmer 480
Greenberg, R 618
Wylie, K 570
Yates, S – K9 509
Calhoun, C – PROB 624
Tolentino, R – PROB 625

CADETS/VOLUNTEER PROGRAM
0700-1700 Wed-Sat

0700-1700 S-M-T

2012

BUREAU OF INVESTIGATIONS

**COMMANDER
CAPTAIN LORI LEE**

DETECTIVE DIVISION		OFF	ADMINISTRATIVE SGT.		OFF	FINANCE		OFF
LT K. Weaver 0700-1700		F-S-S	Sgt. Mark Nicol		F-S-S	Garrick, B Bennett, Angelic		S-S-W F-S-S
Major Crimes Division Sgt. Coelho, K 0800-1800		S-S-M	512		F-S-S	Professional Standards Tkacz, Paula Cosgrove, Candace		F-S-S Part-Time
0700-1700 Cpl - Vacant			<u>Crime Suppression Unit</u> 1200-2200			<u>MGMT SUPPORT</u> Lt. J. O'Connell		
0800-1800 Badour, W		578	Sgt. Iacono, J X20		553	Records Supervisor Alcantara, J 0630-1700		2021
Mustard, M		569	Cpl. S. Cheatham X40		541	Police Clerks (Records) 0700-1730		2091
Ramsay, D		539	Potts, J X38		562	Carzoli, Kay		2096
Tribble, T		587	Tribble, K X37		588	Cook, Nicole		2097
Munoz, R		566	Jaksch, J X36		615	England, Derek		2023
Bottomley, L		492	Caittham, J X34		571	Gallardo, Pam		2089
0700-1700 Rodriguez, F		563	Jensen, E X31		574	Walker, Dijon		
Police Clerk 0730-1800			<u>DEA Narcotics</u> 0800-1800			<u>Technical Services</u> Information Sys Mgr Taylor, Gregory 0800-1830		2087
Boursaw, Stephanie		2053	Knight, B		550	Info Systems Tech 0800-1830		
Court Liaison Unit Police Clerks 0700-1730			<u>Solnet</u> 1000-2000			Jew, Collin		2084
Bates, Andrew		2065	Mustard, D		582	<u>Communications Mgr</u> Crutcher, Aimee		2047
Internal Affairs Sgt. S. DeJesus		507	<u>Property Unit</u> 0800-1830			<u>Communications Unit</u> Flynn, Lester		2098
Flater, Craige		2055	Cpl. B. Boersma		490	Halverson, Jamie		2074
Parking Enforcement Police Clerks			Police Clerk Weiss, Nicholas		2083	Hart, Susan		2071
Burger, Ryan		2094	<u>NC3TF Task Force</u> 0800-1800			Jackson, Kristin		2079
Mirramontes, Jaylynn		2095	Ramrakha, S		581	McFarland, Allen		2099
			0700-1700			Newman, Kelly		2082
			Liddicoet, B		423	Pellish, Tracy		2050
			Ulaga, K		607	Peretto, Susan		2049
						Peterson, Dana		2059
						Squires, JoAnn		2032
						Thomas, Alisia		2013
						Thomas, Elisia		2041
						Wilson, Teri		2039
						Revised		04/10/12



Police Chief

Class Code:
00030

CITY OF VALLEJO
Revision Date: Jun 4, 2007

DEFINITION: DEFINITION

To plan, direct, manage and oversee the activities and operations of the Police Department including administration, investigations, operations and support services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Assume full management responsibility for all Police Department services and activities including maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; recommend and administer policies and procedures.

Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials and outside agencies; explain, justify and defend Police Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Police Department's

work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups; participate in making presentations to the public and professional audiences regarding police problems and studies.

Initiate internal investigations when appropriate and provide corrective action as needed.

Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.

Participate in labor negotiations; monitor labor contract throughout the year.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and environmental protection.

Pertinent Federal, State, and local laws, codes and regulations.

Use of firearms and other modern police equipment.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Police Department.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Act quickly and calmly in emergencies.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

MINIMUM QUALIFICATIONS:

Experience and Training

A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of broad and extensive municipal police work, including four years of administrative and supervisory responsibility.

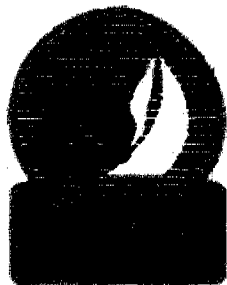
Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in police science, public or business administration or a related field. A Master's Degree in Public, Business, or Police Administration is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a P.O.S.T. Advanced Certificate.



CITY OF VALLEJO
Revision Date: Jun 4, 2007

Police Captain

Class Code:
00191

DEFINITION:

DEFINITION

To direct, manage, supervise and coordinate the programs and activities of a major division within the Police Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for all services and activities of the assigned Division including the Support Services Bureau, Operations Bureau, and Investigative Bureau.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Police Chief; implement improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the assigned division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the assigned division's annual budget; direct the forecast of additional funds needed for staffing, equipment,

materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the assigned division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Police Chief; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Supervise enforcement of all laws and ordinances within the jurisdiction of the Department; personally direct major investigations; inspect major crime and accident scenes.

Supervise investigation of complaints involving Officer conduct; prepare and review disciplinary reports; make recommendations on disciplinary actions; review complaints and conduct internal investigations as assigned.

Participate in making presentations to the public and professional audiences regarding police problems and studies.

May act as Police Chief in the absence of the Chief and as assigned.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive law enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of property.

Recent court decisions and how they affect department and division operations.

Use of firearms and other modern police equipment.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Ability to:

Manage, direct and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the assigned division.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Meet and deal tactfully and effectively with the public.

Properly interpret and make decisions in accordance with laws, regulation and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Act quickly and calmly in emergencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of law enforcement experience at a level equivalent to the rank of Police Sergeant or above.

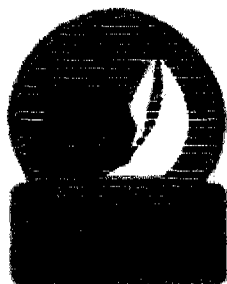
Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in police science, law enforcement administration, criminal justice, public administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a P.O.S.T. Advanced Certificate and ability to obtain a P.O.S.T. Middle Management Certificate within the required period of time.



CITY OF VALLEJO
Revision Date: Jun 4, 2007

Police Lieutenant

Class Code:
03110

DEFINITION:

DEFINITION

Under direction, during an assigned shift, serves as commanding officer and is responsible for supervising the enforcement of laws, the prevention of crimes, and related operations of the department; does related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Plans, assigns, and directs the activities of police officers and civilian personnel in an assigned division or shift.

Supervises and participates in investigation and arrest in criminal and non-criminal cases.

Inspects officers, equipment, prisoners.

Investigates traffic conditions.

Reviews patrol activities; accompanies officers and police sergeants, observes their work, reviews logs of individual officers, discusses problems of traffic control, arrests, patrol activities with subordinates and superiors.

Investigates complaints against departmental personnel and makes recommendations for disciplinary action.

Collects and reviews information or data and prepares reports on activities during shift.

Supervises the searching and handling of prisoners.

Attends court sessions to give testimony, as required.

Confers with other personnel of the department, officials of other city departments, or other public civic agencies on law enforcement problems.

Prepares reports, correspondence, and budgetary information.

Makes special investigations or studies of administrative or law enforcement problems.

Gives talks before civic groups on law enforcement matters.

Acts for superior officers in their absence or at their direction.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Criminal law, investigation, and crime prevention methods.

The rules of evidence and the laws governing the custody of persons.

The capabilities and limitations of operating units in the department.

Police records.

Personnel administration as it relates to police work.

Ability to:

Effectively deploy personnel.

Direct personnel in their work and advise on technical police problems of investigation and arrest.

Analyze law enforcement problems and adopt effective programs for action.

Plan and coordinate the work of a large number of subordinates.

Prepare accurate and comprehensive reports.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

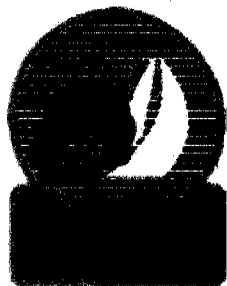
A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience performing the duties of a police sergeant in the City of Vallejo.

Training

Possession of an A.A. degree and/or possession of the P.O.S.T. Intermediate or Advanced Training Certificate may substitute for up to one year of the required experience.



Police Sergeant

Class Code:
03105

CITY OF VALLEJO
Revision Date: Jun 4, 2007

DEFINITION:

DEFINITION

Under general supervision, directs and assists a unit of police officers or employees in performing the police functions of protecting persons and property providing law enforcement, and other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Inspects, directs and supervises the work of subordinates; coordinates employee activities which are generally performed independently as individual work details at different job sites or areas.

Mobilizes forces and assigns duties to meet emergencies.

Determines the need for materials and equipment required and is responsible for their care, use and return; reports time and materials used on activities.

Inspects work being performed and approves completed work and reports.

Provides job instruction and prepares work appraisals for employees assigned.

Enforces work safety regulations; enforces departmental and City work regulations.

Provides supervision at the scene of traffic accidents, crimes or other incidents.

May perform specialized administrative or investigative work.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Modern police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

California Penal and Vehicle Codes; criminal law with particular reference to laws pertaining to minors, rights of citizens, and the apprehension, arrest, and custody of persons accused of misdemeanors and felonies.

The rules of evidence pertaining to search and seizure, and the preservation and presentation of such evidence in criminal cases.

Ability to:

Schedule, organize, and supervise the work of others.

Analyze situations effectively and interpret and apply appropriate laws and regulations.

Prepare clear, concise and complete written reports.

Establish and maintain cooperative working relationships with others and to deal tactfully and effectively with the public.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience

Three years of experience as a police officer on the City of Vallejo or other California city of comparable size.

Training

Additional desirable qualifications: possession of an AA Degree in an appropriate discipline; possession of a P.O.S.T. Intermediate or Advanced Certificate.



CITY OF VALLEJO
Revision Date: Jun 4, 2007

Police Corporal

Class Code:
03103

DEFINITION:

DEFINITION

Under general supervision, leads and assists a unit of police officers or other employees in performing Police Department functions involving the protection of persons and property, enforcing laws, conducting investigations, and completing other related assignments as required. Performs the duties of Police Sergeant in the absence of the team or unit supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES- Important responsibilities and duties may include, but are not limited to, the following:

Leads and/or patrols a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; checks buildings for physical security. Maintains custody of prisoners; transfers prisoners to jail.

Responds to and investigates crimes; gathers, processes, photographs, preserves, and presents evidence including fingerprints, fibers, blood and related physical evidence. Prepares reports on arrests made, activities performed and unusual incidents observed. Interviews victims, complainants and witnesses; identifies and interrogates suspects; apprehends and arrests offenders; and testifies and presents evidence in court.

Enforces traffic laws and ordinances; checks speed with radar; issues warnings and citations. Directs traffic at fires, special events, and other emergency or congested situations. Conducts traffic accident analyses and general traffic surveys; conducts investigations of serious injury and fatality traffic accidents.

Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintains contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; takes an active role in areas of public education relative to crime and crime prevention.

Provides support to sergeant in field and administrative duties as deemed necessary. Acts as a sergeant in the absence of the team or unit supervisor.

May perform specialized administrative or investigative work. May conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white collar crime, and narcotics; and conducts covert and undercover investigations as assigned. May conduct personnel recruitment background investigations; interview job candidates and references.

May serve as Intelligence Officer; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.

Acts as a training officer.

Performs related duties and responsibilities required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Modern police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques, interviewing and interrogations techniques, offensive and defensive weapons nomenclature and theory.

California Penal and Vehicle Codes; criminal law with particular reference to laws pertaining to minors, rights of citizens, and apprehension, arrest, and custody of persons accused of misdemeanors and felonies.

The rules of evidence pertaining to search and seizure, and the preservation and presentation of such evidence in criminal cases.

First aid principles, practices and techniques; and, self defense tactics.

Principles of lead supervision and training.

Safe work practices.

Ability to:

Schedule and organize a work unit. Train and staff on appropriate police methods and techniques.

Understand, interpret and apply laws, regulations, policies and procedures. Analyze situations effectively and interpret and apply appropriate laws and regulations.

Observe accurately and remember names, faces, numbers, incidents and places.

Use and properly care for firearms; learn the operations of standard equipment and facilities required in the performance of assigned tasks.

Prepare clear, concise, complete and grammatically correct written reports.

Identify potential crime situations or traffic hazards and take preventive action; exercise sound judgment and rational thinking under dangerous circumstances; evaluate various options and alternatives and choose an appropriate, reasonable course of action.

Meet the first aid requirement and administer first aid.

Communicate effectively orally and in writing.

Establish and maintain cooperative working relationships wit others and to deal tactfully and effectively wit the public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines:

A typical way to obtain the knowledge and abilities for this classification would be:

Experience

Three years of experience as a police officer in the City of Vallejo.

Training

Additional desirable qualifications: possession of an AA Degree in an appropriate discipline; possession of a P.O.S.T. Intermediate or Advances Certificate.

License or Certificate

Possession of an appropriate, valid driver's license.



CITY OF VALLEJO
Revision Date: May 10, 2007

Police Officer (Lateral)

Class Code:
03100

DEFINITION:

DEFINITION

Under direction, to patrol an assigned area in the enforcement of law and order; to perform special assignments in the protection of life and property; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations.

Responds to radio and telephone dispatches and reports to scenes of disorder or crime.

Investigates and prepares reports on accidents, offenses and damage to property.

Gives directions and information.

Makes arrests.

Directs traffic.

Tries doors to determine that buildings are locked.

Inspects establishments providing alcoholic beverages and entertainment.

Intervenes in private or public disputes to protect the public and maintain order; requests medical attention when necessary.

Appears in court as arresting officer or to present evidence.

Transports prisoners.

Assists in the investigation of crimes.

Collects and preserves evidence; interrogates witnesses and suspects.
Participates in training conferences and programs.

May be assigned to special function such as identification, records, traffic, juvenile, and investigation units.

KNOWLEDGE AND ABILITIES:

Ability to:

Read and understand departmental policies, instructions, laws and regulations.

Analyze situations and to adopt a quick, effective and reasonable course of action.

Prepare accurate reports; remember names, faces and details of incidents.

Understand and follow oral and written directions.

Learn the use and care of automobiles and small firearms.

Keen observation and physical agility commensurate with the requirements of the job.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EITHER I

Satisfactory completion of the Vallejo Police Department Cadet Program.

OR II

Successful completion of a California P.O.S.T. certified academy or possession of a Waiver of Attendance of a P.O.S.T. certified basic course issued within 36 months prior to appointment and attainment of an Associate's degree in any field of study. A Bachelor's degree is preferred.

OR III

One (1) year of experience as a police officer in a California municipal, county or special district law enforcement agency or the California Highway Patrol and possession of a P.O.S.T. Basic Certificate. Qualifying employment must be within the 36 months prior to appointment.

License or Certificate:

Possession of a valid California driver's license.

Age:

Candidates must have reached their 20th birthday by the date of written examination, and must be at least 21 years of age at the time of appointment.

Vision:

Must be not less than 20/100 uncorrected and corrected to 20/30 with no color deficiencies.



Communications Manager

Class Code:
00145

CITY OF VALLEJO
Revision Date: Jun 5, 2007

DEFINITION:

DEFINITION

To supervise, plan and coordinate the activities and operations of the Communications Unit within the Police Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.

Exercises direct supervision over supervisory, technical and clerical staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Coordinate the organization, staffing, and operational activities for the Communications Unit.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Communications Unit; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate communications personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the Communications Unit; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the communications program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate Communications Unit activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Police Chief; prepare and

present staff reports and other necessary correspondence.

Assume prompt response to emergency calls; dispatch fire, police, or other City equipment for emergencies as necessary.

Plan and coordinate communications equipment installation; oversee maintenance of electronic and communications equipment and systems.

Plan, develop and administer communications service contracts.

Coordinate standard procedures with requirements of Federal Communications Commission.

Oversee the computer-aided Dispatch System (CAD); perform the troubleshooting of CAD as required.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of communications.

Prepare various reports on communications operations.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive communications program.

Modern and complex principles and practices of public safety dispatching.

Principles of municipal budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Communications rules and regulations governing the operation of radio transmitting and receiving systems.

Radio broadcasting and dispatch procedures and rules.

Procedures used in operating Computer Aided Dispatch and 9 1 1 systems.

Policies and procedures of receiving and processing emergency calls.

General law enforcement codes, practices and methods.

Principles of supervision, training, and performance evaluation.

Modern office procedures, methods and computer equipment.

Correct English usage, spelling, punctuation and grammar.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage and coordinate the work of supervisory and technical personnel.

Select, supervise, train and evaluate staff.

Interpret and explain City and departmental policies and procedures.

Prepare clear and concise reports.

Interpret and apply laws, codes, policies and procedures related to assignment.

Make independent decisions involving sensitive situations.

Maintain confidentiality of information.

Effectively communicate with and elicit information from upset and irate citizens.

Operate a computer terminal, teletype and other office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, and the general public.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a law enforcement agency, preferably in a communications center, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public relations, business administration, or a related field.



CITY OF VALLEJO
Revision Date: Jun 6, 2007

Communications Supervisor

Class Code:
02255

DEFINITION: DEFINITION

To supervise, oversee, and participate in a variety of the most difficult and complex duties involved in the receipt and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

Exercise direct supervision over communications staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Supervise and review the work of staff responsible for performing duties involved in the receipt and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance.

Train dispatch staff in appropriate policies and procedures; direct and monitor the work flow and employee performance; work with employees to correct deficiencies; implement discipline procedures.

Prepare various reports on operations and activities.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing dispatching services; implement policies and procedures.

Perform the duties of Communications Operators I and II as staffing levels dictate; receive emergency service calls from the public requesting law enforcement, fire, ambulance or other emergency service; determine nature and location of emergency, determine priority and dispatch emergency units as necessary and in accordance with established procedures operating a computer aided dispatch system.

Maintain contact with all units on assignment; maintain status and location of law enforcement and fire field units; maintain daily log of all field calls and units dispatched.

Supervise the input and retrieval of a variety of public safety information using a computer terminal; enter, update and retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

Supervise the use of the telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies.

Test and inspect equipment as required; arrange for needed repairs.

Maintain 24-hour logging tapes, including furnishing copies of tapes for investigations and courts.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Communications rules and regulations governing the operation of radio transmitting and receiving systems.

Radio broadcasting and dispatch procedures and rules.

Procedures used in operating Computer Aided Dispatch and 9 1 1 systems.

Policies and procedures of receiving and processing emergency calls.

Geographic features and streets within the area served.

Principles and procedures of record keeping including the maintenance and security of fire and police communications reports.

General law enforcement codes, practices and methods.

Principles of supervision, training, and performance evaluation.

Modern office procedures, methods and computer equipment.

Correct English usage, spelling, punctuation and grammar.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Select, supervise, train and evaluate staff.

Independently perform a full range of public safety dispatching duties.

Interpret and explain unit policies and procedures.

Interpret and apply laws, codes, policies and procedures related to assignment.

Operate Computer Aided Dispatch and 9 1 1 systems.

Operate radio transmitting equipment.

Work under pressure, exercise good judgment and make sound decisions in emergency situations.

Maintain familiarity with City districts and boundaries, streets, landmarks, and police jurisdictions.

Work courteously with the general public on the telephone or in person.

Make independent decisions involving sensitive situations.

Maintain confidentiality of information.

Effectively communicate with and elicit information from upset and irate citizens.

Operate a computer terminal, teletype and other office equipment.

Work various shifts as assigned.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in receiving and processing public service calls in a law enforcement agency.

Training:

Equivalent to the completion of the twelfth grade supplement by general clerical training.

WORKING CONDITIONS:

Working Conditions

Sustained posture and intense attentiveness for prolonged periods.

**COMMUNICATIONS OPERATOR II**Class Code:
02250CITY OF VALLEJO
Revision Date: Aug 1, 2007**DEFINITION:**
DEFINITION

To perform a variety of complex duties in direct support of public safety personnel including receipt and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance, taking police reports, conducting traffic investigations, conducting crime scene searches, and to provide information and assistance to the public. Upon completion of initial training and probationary periods, incumbents may be rotated into the Patrol Division for up to a four month period.

DISTINGUISHING CHARACTERISTICS

Communications Operator II - This is the full journey level class within the Communications Operator series. Employees within this class are distinguished from the Communications Operator I by the performance of the full range of duties as assigned in the Communications Section and/or the Patrol Division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Communications Supervisor in the Communications Center, or a Sergeant in the Patrol Division.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

When Functioning in the Communications Center:

Receive emergency service calls from the public requesting law enforcement, fire, ambulance or other emergency service; determine nature and location of emergency, determine priority and dispatch emergency units as necessary and in accordance with established procedures operating a computer aided dispatch system.

Maintain contact with all units on assignment; maintain status and location of law enforcement and fire field units; maintain daily log of all field calls and units dispatched.

Input and retrieve a variety of public safety information using a computer terminal; enter, update and retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

Use telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies.

Receive, respond to and document requests for warrants and Division of Motor Vehicles print outs; verify, type and file warrants; document vehicle impound information.

Maintain a variety of automated and manual logs, records and files related to dispatching activities.

Perform a variety of record keeping, filing, indexing and other general clerical work; maintain a variety of logs relating to public safety activities.

Perform related duties and responsibilities as required.

When Functioning in the Field:

Operate a motor vehicle in the performance of assigned duties and responsibilities.

Participate in performing a variety of civilian field and law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic accident investigations and crime scene searches.

Assist in the processing of crime scenes; photograph crime scenes; conduct latent fingerprint searches; collect evidence; write reports; prepare sketches of crime scene as required. Serve as a field or desk officer; take phone or in person reports of criminal incidents; process requests for police reports and public information; collect and log found property; strip and pat search prisoners; fingerprint arrested parties.

Receive and process abandoned vehicle notices, maintaining control of status of reported vehicles; coordinate the removal of vehicles and notification to registered owners.

Monitor and enforce City ordinances of a non criminal nature; investigate auto accidents of a non criminal nature; document the accident scene; take statements from those involved and maintain appropriate paper work.

Perform a variety of routine follow-up investigative work not requiring sworn personnel; conduct interviews; take statements and gather evidence.

Respond to complaints from the public; investigate potential violations and alleged nuisances.

Serve as parking enforcement officer; patrol City streets and enforce laws and regulations applicable to non moving vehicles; write citations for overtime parking and illegal parking; assist in directing traffic.

Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters and other material.

Make court appearances as required related to assigned activities.

Conduct routine statistical analyses related to criminal activities.

Perform a variety of general clerical and secretarial duties as required including data entry

of investigative reports and filing of evidence reports, mug shots and fingerprint cards.

Respond to public inquiries in a courteous manner; provide information; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Modern office procedures, methods and computer equipment.

Correct English usage, spelling, punctuation and grammar.

Procedures used in operating Computer Aided Dispatch and 9-1-1 systems for a large agency.

Policies and procedures of receiving and processing emergency calls and requests for service.

Basic communications rules and regulations governing the operation of radio transmitting and receiving systems.

Standard radio broadcasting and dispatch procedures and rules.

Geographic features and streets within the area served.

Principles and procedures of record keeping including the maintenance and security of fire and police communications reports.

Basic principles of report preparation.

Techniques for dealing with the public in a tactful but firm manner.

Ability to:

Work under pressure, exercise good judgment and make sound decisions in emergency situations.

Learn procedures used in operating Computer Aided Dispatch and 9 1 1 systems for a large agency.

Learn policies and procedures of receiving and processing emergency calls.

Learn basic communications rules and regulations governing the operation of radio transmitting and receiving systems.

Learn the geographic features and streets within the area served.

Learn general law enforcement codes, practices and methods.

Effectively communicate with and elicit information from upset and irate citizens.

Type accurately at a speed necessary for successful job performance.

Operate various office equipment including a computer terminal.

Work various shifts as assigned.

Work courteously with the general public on the telephone or in person.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate radio transmitting equipment.

Maintain familiarity with City districts and boundaries, streets, landmarks, and police jurisdictions.

Maintain confidentiality of information.

Learn the organization and functions of a municipal law enforcement agency.

Learn pertinent Federal, State, and local laws, codes and regulations.

Apply the laws, codes, policies and procedures related to the gathering of legal evidence.

Apply Federal, State, City and departmental laws, polices and procedures.

Deal with the public firmly, courteously and tactfully.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

One year of public safety dispatching experience or three years of experience as a police officer and the P.O. S. T. Entry-level Dispatcher Selection Test Battery as required under P. O. S. T. guidelines.

Training:

Equivalent to the completion of the twelfth grade. Specialized training in law enforcement practices, rules, procedures, codes and regulations is desirable.

License or Certificate

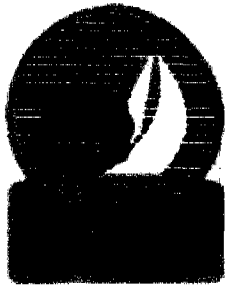
Possession of a valid, appropriate California driver's license at the time of employment.

WORKING CONDITIONS:

Working Conditions

Office and patrol environment; exposure to dust, bodily fluids, and noise; sustained posture while sitting; intense attentiveness for prolonged periods; climbing, stooping, light lifting

and investigation in confined areas.

**COMMUNICATIONS OPERATOR I**Class Code:
02245CITY OF VALLEJO
Revision Date: May 10, 2007**DEFINITION:**
DEFINITION

To perform a variety of complex duties in direct support of public safety personnel including receipt and dispatching of calls for law enforcement, fire, ambulance and other emergency assistance, taking police reports, conducting traffic investigations, conducting crime scene searches, and to provide information and assistance to the public. Upon completion of initial training and probationary periods, incumbents may be rotated into the Patrol Division for up to a four month period.

DISTINGUISHING CHARACTERISTICS

Communications Operator I - This is the entry level class in the Communications Operator series. This class is distinguished from the Communications Operator II by the performance of the more routine tasks and duties assigned to positions within the series in the Communications Section. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Communications Operator II - This is the full journey level class within the Communications Operator series. Employees within this class are distinguished from the Communications Operator I by the performance of the full range of duties as assigned in the Communications Section and/or the Patrol Division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Communications Operator I

Receives immediate supervision from a Communications Supervisor.

Communications Operator II

Receives general supervision from a Communications Supervisor in the Communications Center, or a Sergeant in the Patrol Division.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

When Functioning in the Communications Center:

Receive emergency service calls from the public requesting law enforcement, fire, ambulance or other emergency service; determine nature and location of emergency, determine priority and dispatch emergency units as necessary and in accordance with established procedures operating a computer aided dispatch system.

Maintain contact with all units on assignment; maintain status and location of law enforcement and fire field units; maintain daily log of all field calls and units dispatched.

Input and retrieve a variety of public safety information using a computer terminal; enter, update and retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

Use telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies.

Receive, respond to and document requests for warrants and Division of Motor Vehicles print outs; verify, type and file warrants; document vehicle impound information.

Maintain a variety of automated and manual logs, records and files related to dispatching activities.

Perform a variety of record keeping, filing, indexing and other general clerical work; maintain a variety of logs relating to public safety activities.

Perform related duties and responsibilities as required.

When Functioning in the Field:

Operate a motor vehicle in the performance of assigned duties and responsibilities.

Participate in performing a variety of civilian field and law enforcement work in direct support of sworn personnel including taking police reports, conducting traffic accident investigations and crime scene searches.

Assist in the processing of crime scenes; photograph crime scenes; conduct latent fingerprint searches; collect evidence; write reports; prepare sketches of crime scene as required. Serve as a field or desk officer; take phone or in person reports of criminal incidents; process requests for police reports and public information; collect and log found property; strip and pat search prisoners; fingerprint arrested parties.

Receive and process abandoned vehicle notices, maintaining control of status of reported vehicles; coordinate the removal of vehicles and notification to registered owners.

Monitor and enforce City ordinances of a non criminal nature; investigate auto accidents of a non criminal nature; document the accident scene; take statements from those involved and maintain appropriate paper work.

Perform a variety of routine follow-up investigative work not requiring sworn personnel; conduct interviews; take statements and gather evidence.

Respond to complaints from the public; investigate potential violations and alleged nuisances.

Serve as parking enforcement officer; patrol City streets and enforce laws and regulations

applicable to non moving vehicles; write citations for overtime parking and illegal parking; assist in directing traffic.

Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters and other material.

Make court appearances as required related to assigned activities.

Conduct routine statistical analyses related to criminal activities.

Perform a variety of general clerical and secretarial duties as required including data entry of investigative reports and filing of evidence reports, mug shots and fingerprint cards.

Respond to public inquiries in a courteous manner; provide information; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.

Ability to:

Work under pressure, exercise good judgment and make sound decisions in emergency situations.

Learn procedures used in operating Computer Aided Dispatch and 9 1 1 systems for a large agency.

Learn policies and procedures of receiving and processing emergency calls.

Learn basic communications rules and regulations governing the operation of radio transmitting and receiving systems.

Learn the geographic features and streets within the area served.

Learn general law enforcement codes, practices and methods.

Effectively communicate with and elicit information from upset and irate citizens.

Type accurately at a speed necessary for successful job performance.

Operate various office equipment including a computer terminal.

Work various shifts as assigned.

Work courteously with the general public on the telephone or in person.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience operating radio, teletypewriter or other communication equipment is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by general clerical experience.

WORKING CONDITIONS:

Working Conditions

Sustained posture and intense attentiveness for prolonged periods.



CITY OF VALLEJO
Revision Date: Jun 4, 2007

Police Records Supervisor

Class Code:
01295

DEFINITION:

DEFINITION

To supervise, plan and coordinate the activities and operations of the Technical Services Section within the Police Department providing records maintenance and management services; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to a Police Lieutenant.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Police Captain.

Exercises direct supervision over non-sworn police technical and clerical staff.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Coordinate the organization, staffing, and operational activities for the Technical Services Division including the maintenance of a variety of confidential files and records, dissemination and sealing of criminal records and reports, and complaint, arrest, and citation processing for the courts and District Attorney.

Act as official custodian of criminal justice records for the department; take necessary action to ensure compliance with court orders.

Direct, coordinate and review the work plan for the Technical Services Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate Technical Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Technical Services Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate Police records management operations and services with those of other divisions and outside agencies and organizations; provide staff assistance to management staff.

Compile and edit various reports; direct the preparation of statistical reports; prepare a variety of internal and administrative reports.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management.

Consult with outside law enforcement agencies regarding compliance with recent records law developments.

Review, implement and interpret operating procedures and submit recommendations for change; develop procedure manuals and documentation.

Analyze and interpret State codes, legislation, and regulations; develop and implement policies for the dissemination and release of criminal and related records in compliance with codes and regulation.

Supervise the maintenance of records and files; design and implement a computerized records management system; develop modifications to design police automated records management information systems to conform to state reporting requirements and needs of the Department.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a police records management program.

Modern and complex principles and practices of criminal records management.

Principles of municipal budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations including evidence and government code.

General law enforcement codes, practices and methods.

Modern office procedures, methods and computer equipment.

Basic knowledge of the criminal justice system and the processing of information throughout the system.

Ability to:

Supervise and coordinate the work of police records personnel.

Select, supervise, train and evaluate staff.

Research and analyze a variety of information and prepare clear and concise reports.

Act as official custodian of criminal justice records for the Department.

Interpret and explain City police records policies and procedures.

Develop, implement, and modify a computerized records management system.

Participate in the development and administration of the program budget.

Type accurately at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in police records management functions.

Training:

Equivalent to the completion of the twelfth grade supplemented by general office training.

Specialized training in police science is desirable.

**Police Clerk**Class Code:
01290CITY OF VALLEJO
Revision Date: Jun 4, 2007**DEFINITION:**
DEFINITION

To perform a wide variety of specialized clerical duties in support of the Police Department including to initiate, process, and maintain documents, correspondence and statistics; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Important responsibilities and duties may include, but are not limited to, the following:

Compile, type, record and file a wide variety of police records, reports and materials including memoranda, letters, reports, complaints, declarations, booking information, restraining orders, fingerprint cards, warrants, citations, and crime and traffic reports.

Maintain the Department's warrant system including notification, tracking and documentation on attempts to serve; access information from the computerized warrant system.

Sort, file, copy and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel.

Assist Department personnel and the public in person and by phone including retrieving information and files, mailing out requested reports to outside agencies in accordance with established regulations, and providing general information regarding Department policies, procedures and regulations.

Operate a computer terminal; enter and retrieve data on the CLETS system; assist officers in need of information from the CLETS system; type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters and other material.

Maintain a variety of police records filing systems including the Department's traffic accident files.

Receive lost and stolen property; contact the owner; release impounded and recovered vehicles.

Send and receive teletype messages.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Modern office methods, practices, procedures and computer equipment.

Ability to:

Learn the organization, procedures and operating details of a law enforcement agency.

Learn to perform a full range of specialized public safety clerical work under minimal supervision.

Learn, correctly interpret and apply the laws, codes, policies and procedures related to the processing of law enforcement documents.

Work courteously with the general public on the telephone or in person.

Maintain accurate records and files.

Make arithmetical calculations quickly and accurately.

Operate a variety of office equipment including a computer terminal.

Type at speed necessary for adequate job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

One year of clerical work experience requiring public contact and the interpretation of rules and regulations.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.



Information Systems Manager

Class Code:
00136

CITY OF VALLEJO
Established Date: Feb 12, 2007
Revision Date: Sep 25, 2007

DEFINITION:

To plan, organize, direct and coordinate the activities of the information services in the Police Department, including design, selection, and/or implementation of a variety of information processing and information network systems; coordinate information systems with other divisions within the Police Department, as well as coordinating working efforts as it relates to the City's Information Technology Division; plan and oversee the implementation of short and long-range plans in collaboration with the Chief Information Officer as it relates to the City's overall plans in the areas of technology and compliance.

CLASS CHARACTERISTICS

This single position class manages activities throughout the Police Department and related organizations related to the broad function of information systems for administrative and business-oriented applications. The incumbent is responsible for formulating policy and accomplishing division goals and objectives and for furthering the Police Department goals and objectives within policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Support Services Division Commander.

Exercises functional and technical supervision over subordinates.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

Assists in directing the development and implementation of departmental goals with regard to technology acquisition, implementation and maintenance;

Develops specific short and long range plans for information technology, which involves facilitating discussions with supervisory and management staff regarding current and anticipated information services requirements, application development and acquisition, and enhancement requests;

Consults the City's Chief Information Officer on implementation and development of new information technology for the Police Department to ensure the continuity with overall City information systems;

Keeps the Chief Information Officer abreast of processes and procedures, in order to avoid redundancy, as it relates to City-wide technology and compliance;

Participates in quarterly meetings with the Chief Information Officer to review processes,

procedures, development plans for new technology and any other related matters to ensure the transfer of knowledge necessary to maintain compliance with City-wide plans and provide the ability for the Chief Information Officer to assist in the event of an absence or emergency;

Conducts studies and analysis and makes recommendations to Command Staff on technology systems;

Provides for overview of all technology-related budget items to ensure economies of scale and prevention of redundancy and duplication of effort;

Recommends practices for standardization of hardware and software products to insure system integrity and minimize maintenance and operation costs;

Develops, operation and maintenance protocols, including activity plans, schedules and resource requirements;

Recommends system selection, implementation, and development;

Maintains liaison with equipment and/or software manufacturer's representatives to ensure satisfactory support and to develop timely information regarding new technology, techniques and developments affecting Departmental operations;

Serves as primary contact with information systems vendors, contractors and consultants, including administration of complex information systems contracts;

Directs computer operations, data control and data management activities; coordinates the acquisition of personal computers and software for Departmental use;

Formulates plans and makes recommendations for major operational changes within the Department to meet changes in the field of data processing and technology, as law enforcement records management systems, computer aided dispatch, law enforcement mobile and wireless data computer systems, mobile video recorder systems;

Strives to build consensus among Division Commanders and end users on selection of cost effective information systems;

Resolves service complaints received from users, and takes or directs corrective action with Information Technology staff;

Receives and prioritizes requests for computer applications development and oversees and directs the development and implementation processes;

Designs and administers the Police Department's local area and wide area networks;

Applies departmental policies and procedures, and insures accountability of subordinates; is responsible for fostering a team environment, and insuring productivity;

Directs or conducts analytical studies; develops and submits reports and/or reviews reports of findings, alternatives and recommendations;

Prepares a variety of periodic and special reports regarding division activities; participates in various City committees; represents the department in meetings with representatives of manufacturers, vendors, professional and business organizations; prepares and presents

staff reports and other necessary correspondence;

Monitors developments and legislation related to information systems matters; evaluates their impact upon Department operations; recommends and implements new or additional equipment, policy or procedural improvements; and,

Advocates for change and informs Police Department management and employees on current trends in information technology;

Advocates for staff and equipment to accomplish the mission and purposes of the Police Department.

KNOWLEDGE AND ABILITIES:

knowledge of:

Principles, practices and techniques of information systems management, including applications design and hardware and software options for major administrative and business-oriented applications including local area and wide area networks;

Operating principles, parameters, and characteristics of the main computer system and standard personal, mini and mainframe computer systems used in the Police Department and related City organizations;

Working and Administrative knowledge of law enforcement Records Management systems (RMS) and knowledge of Motorola NetRMS is desirable;

Working and Administrative knowledge of law enforcement electronic data management systems, to include police reports, dispatch recordings, and evidence and property workflow;

Working and Administrative knowledge of Computer Aided Dispatch (CAD) systems; knowledge of Motorola Premier CAD a plus;

Working and Administrative knowledge of law enforcement mobile and wireless data computer systems (MDC's);

Working and Administrative knowledge of law enforcement mobile video recorder systems;

Understanding of unique law enforcement applications such as CLETS, NCIC, and supervised release, and the security and confidentiality associated with each.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;

Administrative principles and methods, including goal setting, program and budget development and implementation;

Principles of supervision, training and performance evaluation;

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Plan, organize, administer, review and evaluate systems development, computer operations

activities, and data management and control functions;

Select, train, motivate and evaluate assigned staff;

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls;

Analyze complex problems, evaluating alternatives and make creative recommendations;

Maintain mission critical and highly confidential networks with the Department of Justice, including NCIC, CLETS, and the DMV;

Readily become familiar with specialized law enforcement computer systems and technological needs;

Coordinate working efforts in the area of information technology with City staff;

Assess department and end user needs, set priorities and allocate staff to meet such needs in a timely and effective manner;

Exercise sound independent judgment within general policy guidelines;

Establish and maintain effective working relationships with those contacted in the course of work, represent the Police Department effectively in meetings with other agencies and the public;

Prepare clear, concise and competent reports, correspondence and other written materials.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of management, supervisory, administrative, or professional experience in information systems management and networking three of which are at the supervisory or management level.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university in computer science, information systems management or a related field along with additional specialized training in computer network systems.

License or Certificate:

Possession of a valid California Driver's License. Possession of, or ability to obtain registration as a Certified Network Engineer (CNE) or it equivalent.



Information Systems Support Technician I

Class Code:
02366

CITY OF VALLEJO
Revision Date: Jun 6, 2007

DEFINITION: DEFINITION

Under general supervision, performs a variety of routine technical and clerical information systems support tasks involving the operation, installation, maintenance, and troubleshooting of the City's main computer system, personal computers, applications, terminals, mini-computers, hardware, and associated systems; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the division head.

EXAMPLES OF DUTIES: EXAMPLES OF DUTIES

Installs and tests computer hardware, equipment, and software applications; provides technical assistance to computer users relating to installation problems;

Provides technical support in the operation and maintenance of computer systems for users throughout the City and related City organizations;

Provides basic user technical support and answers questions and provides information via the help desk or in person;

Maintains detailed installation, upgrade, relocation, and removal documentation from work orders and user requests;

Troubleshoots hardware and equipment problems and corrects or calls appropriate service organizations; may perform minor repairs;

Performs data entry in support of department and city-wide systems;

Runs various reports on centralized computer and routes computer output to appropriate departments;

Maintains tape drive and performs backups on a regular basis;

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES: QUALIFICATIONS

Knowledge of:

The City's main computer system, personal and mini computer hardware and software capabilities, limitations, and operations which includes database, spreadsheet, word processing applications, utility programs in order to perform installation, upgrades and/or modifications;

Operating principles, parameters, and characteristics of the City's main computer system, standard personal and mini computer hardware and software, including operating systems software;

Standard data base, word processing, report generations, spreadsheet, and other computer software used throughout the City and related City organizations;

Principles and practices of local area networks and wide area networks;

Job planning, prioritizing and scheduling techniques;

Ability to:

Install new hardware including CPU and printer set up and loading new and upgraded software;

Troubleshoot hardware and software problems and make modifications and repairs;

Operate models of micro processors utilized throughout the City and related City organizations;

Prepare clear, concise, and accurate records, procedures, reports of work performed;

Instruct staff in the operation of new or revised computer applications, including explaining system concepts to non technical users;

Make sound independent decisions within established guidelines;

Effectively communicating with users both orally and in writing;

Establish and maintain effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS:

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience which has included computer operations and network support or technical support.

Training:

Equivalent to an Associates degree from an accredited college or technical school with major course work in computer science or operations. Additional specialized training in network systems or a related field is desirable.

VALLEJO POLICE DEPARTMENT
CALLS FOR SERVICE (CFS)
2011/2012

		<u>2011</u>	<u>2012</u>
<u>Reports Taken</u>	PD	<u>15,238</u>	<u>4,975</u>
<u>Calls for Service</u>	PD	<u>66,779</u>	<u>19,466</u>
<u>Reports Taken</u>	FD	<u>12,119</u>	<u>3,634</u>
<u>Calls for Service</u>	FD	<u>12,610</u>	<u>3,790</u>
<u>Combined CFS</u>		<u>79,389</u>	<u>23,256</u>
<u>PD/FD</u>			
<u>911 Calls</u>		<u>103,950</u>	<u>31,295</u>
<u>Other Lines</u>		<u>74,714</u>	<u>22,876</u>
<u>Total</u>		<u>178,664</u>	<u>54,171</u>

Year	Murder	Rape	Robbery	Aggrav. Assault	Burglary	Larceny	Auto Theft	Total	Percent Change
1966	6	12	82	48	789	533	358	1828	
1967	3	16	128	55	980	790	521	2493	26.67%
1968	1	15	165	48	1350	1034	357	2970	16.06%
1969	10	23	168	59	1493	1146	484	3383	12.21%
1970	3	10	114	80	1391	243	409	2250	-50.36%
1971	8	15	173	95	1385	352	498	2526	10.93%
1972	5	17	180	108	1589	290	567	2756	8.35%
1973	10	19	183	98	1417	289	463	2479	-11.17%
1974	5	23	183	113	1406	387	338	2455	-0.98%
1975	6	23	187	161	1520	537	398	2832	13.31%
1976	7	21	192	207	1659	773	450	3309	14.42%
1977	6	35	213	215	1724	743	411	3347	1.14%
1978	5	30	195	201	1439	621	384	2875	-16.42%
1979	7	25	179	200	1693	866	386	3356	14.33%
1980	8	50	255	231	1768	977	277	3566	5.89%
1981	7	37	266	206	1538	3640	218	5912	39.68%
1982	10	29	202	244	1222	2999	172	4878	-21.20%
1983	4	17	163	147	813	2303	168	3615	-34.94%
1984	4	35	319	300	1951	3647	328	6584	45.09%
1985	6	27	276	314	2147	3239	415	6424	-2.49%
*1986	6	36	417	1115	2258	4311	690	8833	27.27%
1987	15	48	430	1864	2437	4798	856	10448	15.46%
1988	13	52	495	643	2152	4247	1176	8778	-19.02%
1989	16	67	456	1552	1863	4236	1056	9246	5.06%
1990	8	52	448	994	1500	4295	1218	8515	-8.58%
1991	13	71	539	987	1831	4478	1073	8992	5.30%
1992	13	76	686	1097	2029	4731	1019	9651	6.83%
1993	10	65	599	949	1802	4703	1150	9278	-4.02%
1994	30	54	602	926	1888	4802	1184	9486	2.19%
1995	12	52	508	1051	1706	4611	1027	8967	-5.79%
1996	15	59	523	967	1658	4901	873	8996	0.32%
1997	3	49	423	1142	1918	4252	954	8741	-2.92%
1998	7	59	382	1097	1523	3727	769	7564	-15.56%
1999	6	48	433	810	1323	3905	779	7304	-3.56%
2000	14	60	431	794	1141	3629	1003	7072	-3.28%
2001	5	53	344	758	1176	3963	951	7250	2.46%
2002	7	45	328	704	1194	3768	1073	7119	-1.84%
2003	6	42	339	610	1021	3631	1165	6814	-4.48%
2004	9	63	283	714	1005	3568	1280	6922	1.56%
2005	16	61	294	759	1045	3055	1125	6355	-8.92%
2006	7	32	430	737	1157	3307	1661	7331	13.31%
2007	15	27	363	687	1458	3168	1480	7198	-1.85%
2008	13	36	436	618	2156	2114	1390	6763	-6.43%
2009	10	46	443	509	2358	1854	1264	6484	-4.30%
2010	17	59	458	399	2249	1675	1178	6035	-7.44%

In 1986 legislation required domestic violence to be included in aggravated assault

VALLEJO POLICE DEPARTMENT

TECHNOLOGY REPORT

APRIL 2012

Greg Taylor
IT Manager/Tech Services

From the Information Technology side, we have completed some exciting projects which are specifically designed to provide a more efficient way to serve the community, and we are currently working on several more with anticipated completion dates of most by year end.

- We currently use www.crimereports.com for citizens to check recent criminal activity in their neighborhoods
- We have on-line reporting so that citizens can submit non-urgent (cold) reports without having to wait for, or tie up, an officer
- We have installed a kiosk type computer in the front lobby for citizens to file on-line police reports
- There has been a connection established between the PD and the Vallejo Unified School District's camera system so that we have access to the cameras they've installed at their high schools
- The City of Vallejo is currently installing multiple Police Cameras around town to assist in crime prevention and to catch individuals committing crimes
- There is a project going to integrate the parking garage structure surveillance system into our city camera system
- This summer we will be upgrading our network connections in our car computers so that officers in the field can view cameras as well as have better mapping and messaging functions
- During the last IT Steering Committee meeting the city began working on revamping our entire city website (to include the Police Dept's section), though the expected completion date of this project is still to be determined
- The PD is part of the City News Letter produced by the City Manager's Office. We occasionally contribute to that email publication